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# **WinPLUS User's Guide**

## **Version 2.5**

**Guide for reporting data for the Public Libraries Survey, FY 2003  
Using the Windows Public Library Universe System Software**

**November 2003**

**National Center for Education Statistics**

**U.S. Census Bureau**

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## 1 INTRODUCTION

### 1.1 Background of the Federal-State Cooperative System (FSCS) for Public Library Data

The U. S. Department of Education's National Center for Education Statistics (NCES) is the primary federal entity for the collection, analysis, and reporting of educational statistics in the United States. In 1985, a pilot project to collect public library data from 15 of 50 states was developed cooperatively by NCES and the American Library Association (ALA) and jointly funded by NCES and the U.S. Department of Education's Library Programs office (LP). The resulting report recommended expansion to all 50 states and the District of Columbia. A task force was formed, with the goal of developing a comprehensive national system of data on the status of public libraries in the United States. Congressional authorization to collect the data was included in the Hawkins-Stafford Elementary and Secondary School Improvement Amendments of 1988 (PL 100–297), section 406, subparts a to g, which mandated the development and support of a voluntary Federal-State Cooperative System (FSCS) for the annual national collection and dissemination of public library data. NCES is currently authorized to collect these data under the Education Sciences Reform Act of 2002.

Under the current FSCS, State Data Coordinators appointed by the Chief Officers of State Library Agencies (COSLA) submit data for NCES's annual "Public Libraries Survey" for the universe of over 9,000 public libraries in the 50 States, the District of Columbia, and the outlying areas. NCES releases an annual data file (the only national database on public libraries) and survey report based on the survey. Federal, state and local officials, as well as professional associations, researchers, educators, and local practitioners use the information for planning, research, evaluation, and policymaking decisions. NCES works closely with the State Data Coordinators, COSLA, the National Commission on Libraries and Information Science (NCLIS), ALA, the Institute of Museum and Library Services (IMLS), and the U.S. Census Bureau (the data collection agent for NCES) in the design and conduct of the survey.

### 1.2 Reporting Data: Administrative Entities and Outlets

The Public Libraries Survey collects statistics on administrative entities and outlets.

The administrative entity is the legally established agency that provides library services to the population of a local jurisdiction. An administrative entity must operate one or more direct public library service outlets. The administrative entity's offices may be located in one of the outlets (e.g., a single-outlet central library or a branch of a decentralized multi-outlet operation) or in separate quarters (e.g., a suite in an office building, or an office adjacent to an independent bookmobile's garage). The data reported for each administrative entity are the combined data for all of its outlets. (See administrative entity data entry screens in section 5.5.2 or Appendix E to review the data elements.)

An outlet is a unit (i.e., central, branch, bookmobile, books-by-mail only) of an administrative entity that provides direct public library services. A single-outlet central library should not be confused with the administrative entity to which it belongs. Some separate data are reported for each outlet such as the outlet's name and address, telephone number, type of outlet, metropolitan status code, and square footage. (See outlet data entry screen in section 5.5.3 or Appendix F to review the data elements.)

## 1.3 Revisions to WinPLUS 2.5

**Import Process:**

The Import Specifications were revised due to survey changes. See Appendices B and C.

**Match Routine:**

The check for Geographic Code changes to Administrative Entities was eliminated.

**Administrative Entity Screen:**

Most data elements were renumbered.

Deleted Data Elements:

1. Fax Number of the Director
2. E-Mail Address of the Director
3. Materials in Electronic Format (replaced by Electronic Books, Databases, and Current Electronic Serial Subscriptions).
4. Operating Expenditures for Electronic Access (data now reported under Other Operating Expenditures)
5. Access to Electronic Services
6. Access to Internet
7. Internet Terminals Used by Staff Only

New Data Elements:

1. Legal Service Area Boundary Change
2. Print Materials Expenditures
3. Other Materials Expenditures
4. Capital Revenue
5. Electronic Books
6. Databases
7. Current Electronic Serial Subscriptions

Revised Data Element Names (former name shown after new name) and Other Revisions:

1. Print Materials (Book/Serial Volumes)
2. Current Print Serial Subscriptions (Subscriptions)
3. Local Government Revenue (Local Government Income)
4. State Government Revenue (State Government Income)
5. Federal Government Revenue (Federal Government Income)
6. Other Operating Revenue (Other Income)
7. Total Operating Revenue (Total Income)
8. Capital Expenditures (Capital Outlay)
9. Users of Electronic Resources per Typical Year (Users of Electronic Resources per Week)  
(The data are now reported as annual number instead of typical week number.)
10. Legal Basis Code:
  - 'LD' code = Library District ('SD' used last year)
  - 'SD' code = School District ('SC' used last year)

**Outlet Screen:**

Some data elements were renumbered.

**Edit Checks:**

1. New Current-Year edits were added, and the order of the edits was also modified. See Appendix G.
2. New Historical edits were added, and others were revised. See Appendix H.



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## 2 GETTING STARTED

### 2.1 WinPLUS Package Contents

The WinPLUS package includes this User's Guide and a cover letter.



The WinPLUS software and state data files are available as follows:

- as an Internet download (see section 2.5 for instructions), or
- on compact disc (CD) *only* if you are unable to download the software and state files via the Internet. Please contact Cynthia Ramsey or Laura Hudgins (PLS Census staff) at [govs.pls@census.gov](mailto:govs.pls@census.gov) for the CD version, if necessary.

The state database includes the following: (1) the previous year's administrative entity and outlet data, (2) the current-year templates for state characteristics data, administrative entity data, and outlet data, and (3) the historical tracking data for administrative entities and outlets.

### 2.2 Computer System Requirements

To function properly, WinPLUS *must* be installed on a personal computer running Windows 95, Windows 98, or Windows NT. If you are unsure of your system setup, please consult your local technical support staff, or contact the PLS Census staff at [govs.pls@census.gov](mailto:govs.pls@census.gov).

### Hardware Requirements

- IBM Compatible 32 bit Personal Computer running Windows 95/98 or Windows NT version 4.0 or higher (A Pentium is recommended.)
- 16 Meg of RAM (32 Meg recommended)
- An HP Series II or compatible laser printer
- VGA monitor or better

### Internet Requirements

- Access to the Internet for downloading/uploading
- Recent Browser (i.e., Internet Explorer or Netscape)
- FTP (File Transfer Protocol) capability

## 2.3 User Requirements

The WinPLUS software does not require an advanced level of personal computer expertise but does require the user to have a basic knowledge of how to use a personal computer running Windows.

## 2.4 Conventions for User's Guide and WinPLUS Screens

In the WinPLUS software, windows or boxes pop up on preexisting or blank screens. Typically, the window offers a list of items, such as libraries, for selection by scrolling. Use the PgUp or PgDn keys, or mouse and scroll bar, to move from one selection to another. WinPLUS highlights your current selection. Press Enter to finalize your current selection.

Scrolling options are used in windows to move the cursor as follows:

- <Tab> Accepts data that the user has just typed for the current data element and moves forward to the next data element.
- <Page Up> When applicable, accepts data that the user has just typed for the current data element and moves backward one page or screen to the previous screen.
- <Page Down> When applicable, accepts data that the user has just typed for the current data element and moves forward one page or screen.

## 2.5 Installing WinPLUS

The WinPLUS software may be downloaded from the Internet. (Note: The "Software Upgrade Installation" option is not available this year.)

### Download WinPLUS Software and the State Data File from the Internet

WinPLUS and your state data file are available from the Internet through the U.S. Census Bureau's World Wide Web (WWW) site and can be downloaded following the instructions below.

- Using a Web browser, point to <http://www.census.gov/govs/www/pls.html> address
- Download the software archive you need by clicking on the appropriate selection.
- If a file download box appears with a default "Save this program to disk" option highlighted, select the **OK** button. (This message is dependent on the type of Web browser.)
- When the "Save As" box appears, be sure to note the directory where the installation file will be saved and select the **Save** button.
- Page down to the "State Data Files" drop down list to select the state's data archive, and follow the "Save As" instructions above.
- If your Web browser gives you the option of a "binary" or "ASCII" download, choose "binary".
- If the browser asks whether to "Open it" or "Save to Disk", choose "Save to Disk".

Note: If you need assistance using the Internet, consult either your system manager or contact the PLS Census staff at (800) 451-6235 or at [govs.pls@census.gov](mailto:govs.pls@census.gov).

### Full Software Installation

First, **UNINSTALL** any version of WinPLUS as follows:

- Open the Control Panel (Start | Settings | Control Panel)
- Double-click the Add/Remove Programs icon
- Select WinPLUS from the list
- Click the Add/Remove button
- Click the Yes button to remove the old software
- Click the Remove None button when prompted about uninstalling shared files.

Note: Your local technical support staff can provide assistance with this.

### Installing the WinPLUS Software

**IMPORTANT**—If the computer is run on Windows NT or Windows 2000, the installer **MUST** have administrative rights. If you do not have administrative rights, have the WinPLUS software installed by your technical support staff. It is also a good idea to close all other applications before installing WinPLUS:

- From Windows Explorer, select the directory noted above that contains the software archive previously downloaded.
- Double-click on the filename, *winplus25install.exe*.
- Select the **Setup** button and the application will state *Copying files please stand by.*
- Once all files are copied, you will get a system message stating:  
*Welcome to the WinPLUS 2.5 Installation program. Setup cannot install system files or update shared files if they are in use. Before proceeding, we recommend that you close any applications you may be running.*
- Choose **OK** to continue Setup.
- By default, "WinPLUS" Setup will install the software in **C:\PROGRAM FILES\WINPLUS**. You have the option to override this default directory, but it is recommended that you **DO NOT**. However, if you opt to change the default location, be sure to substitute that location for all **subsequent** references to **C:\Program Files\WinPLUS**.

- Click on the **Computer** button to install the “WinPLUS” software.
- A box will appear stating “Installing Data Access Components” while Microsoft Data Access Components 2.1 are automatically installed.
- Once the Data Access Components are installed, you will return to the WinPLUS 2.5 setup.
- You may get one or more Version Conflict boxes stating: *A file being copied is older than the file currently on your system. It is recommended that you keep your existing file...etc., etc. Do you want to keep this file?* **ALWAYS respond YES to this question.**
- Eventually you will get “WinPLUS 2.5 setup was completed successfully.”
- Choose **Ok**.
- Proceed to ‘Extract the state data file’ instructions below before using WinPLUS.

### Extract the State Data File

- From Windows Explorer, select the directory containing the previously downloaded state archive.
- Double click on *winplusstmdb.exe* (where “**st**” is your 2-character state abbreviation).
- Change the destination of the *Unzip To Folder* to the directory you will want your state data file to reside.
- Select the Unzip button.
- The state data file, **fscs\_ST\_FY2003.mdb** will be automatically extracted.

This completes the installation of the WinPLUS 2.5 System. The self-extracting archives (i.e., *winplus25install.exe* and *winplusstmdb.exe*) are no longer needed and may be deleted to save space.

## 3 OVERVIEW OF WinPLUS

### 3.1 WinPLUS Sequence

In general, WinPLUS uses the following sequence:

1. Data entry, either by importing the data from an external file (using WinPLUS Main Menu option 'Import'), or by keyboard data entry (via WinPLUS Main Menu option 'View/Update Administrative Entity or Outlet Records'). For more information, see section 5.2—Import and section 5.5—View/Update Administrative Entity or Outlet Records.
2. Review of edit checks and other reports (discussed in detail in sections 5.4, 5.8, 5.9, and 5.10) using the following tools:
  - The 'Edit Checks (Current-Year and Historical)' option on the WinPLUS Main Menu generates a complete edit report for all libraries. A single-library edit report can be generated from the Main Menu option 'View/Update Administrative Entity or Outlet Records'.
  - The 'Report of Mismatched Records' and 'Create Tables and State Summary Data' options on the WinPLUS Main Menu, which generate a list of unmatched records, single library tables, state tables, and state summary data.
3. Submission of your final data. The instructions for a complete data submission are provided in section 6—Prepare File for Submission.

#### FSCS ID#

Administrative entities have unique FSCS ID #s that conform to the XX#### numbering scheme, where XX is the two-letter State abbreviation and #### is a WinPLUS-generated number. Outlets are given the same FSCS ID# as their 'parent' administrative entity, plus a unique 3-digit suffix identifying the outlet. Identifying information on administrative entities is included on the administrative entity file and the outlet file.

### 3.2 Historical Tracking

An historical tracking feature records name, location, and structure changes to administrative entities and outlets. Structure changes include actions such as adding, deleting, or merging administrative entities or outlets (for full list of possible changes, see structure changes menu in section 5.6.1—Administrative Entity Structure Changes and section 5.7.1—Outlet Structure Changes).

If records are imported into WinPLUS, structure changes are made during the match process if needed. If name or address changes are entered via the WinPLUS Main Menu option 'View/Update Administrative Entity or Outlet Records', the user will be prompted to make any structure changes via the Main Menu options 'Administrative Entity Structure Changes' or 'Outlet Structure Changes'.

### 3.3 Valid Entries Only

Invalid entries are not permitted during data entry. WinPLUS software uses a -2 to indicate a data field that has been left blank. The user **must** make a valid entry (i.e., -1, 0, -3, a positive number, or alphanumeric data, as appropriate). Estimates can be used if exact data are not available. The following responses are acceptable to WinPLUS:

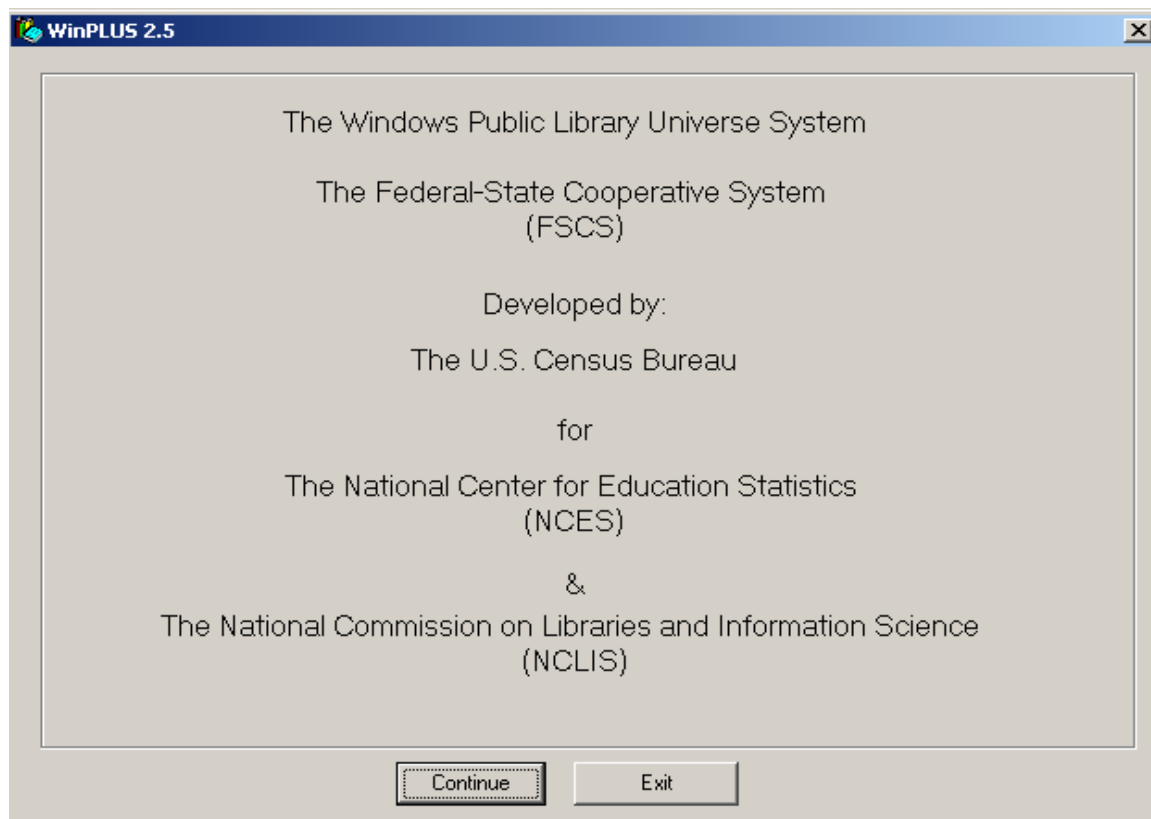
-1	"-1" means "We don't know the answer, don't collect this data, or can't get the data right now."
0	Zero means "We have none of this item" for numeric data (e.g., the library does not maintain a video collection).
-3	"-3" means "Not Applicable" <u>and is used for these items only</u> : <ul style="list-style-type: none"><li>• Phone (use only if library has no phone)</li><li>• Web Address (use only if library has no Web Address)</li><li>• Square Footage of Outlet (use only for Bookmobiles and Books-by-Mail Only outlets)</li></ul>
Any positive number for numeric data elements	Enter the appropriate numeric data.
Alphabetic and/or numeric data for alphanumeric data elements	Enter the appropriate alphabetic and/or numeric data. Some items require the selection of codes for data (e.g., Interlibrary Relationship Code = HQ, ME, or NO). See appendices E and F.

## 4 STARTING WinPLUS

To start WinPLUS, click the 'Start' button in Windows, then 'Programs', and choose WinPLUS.

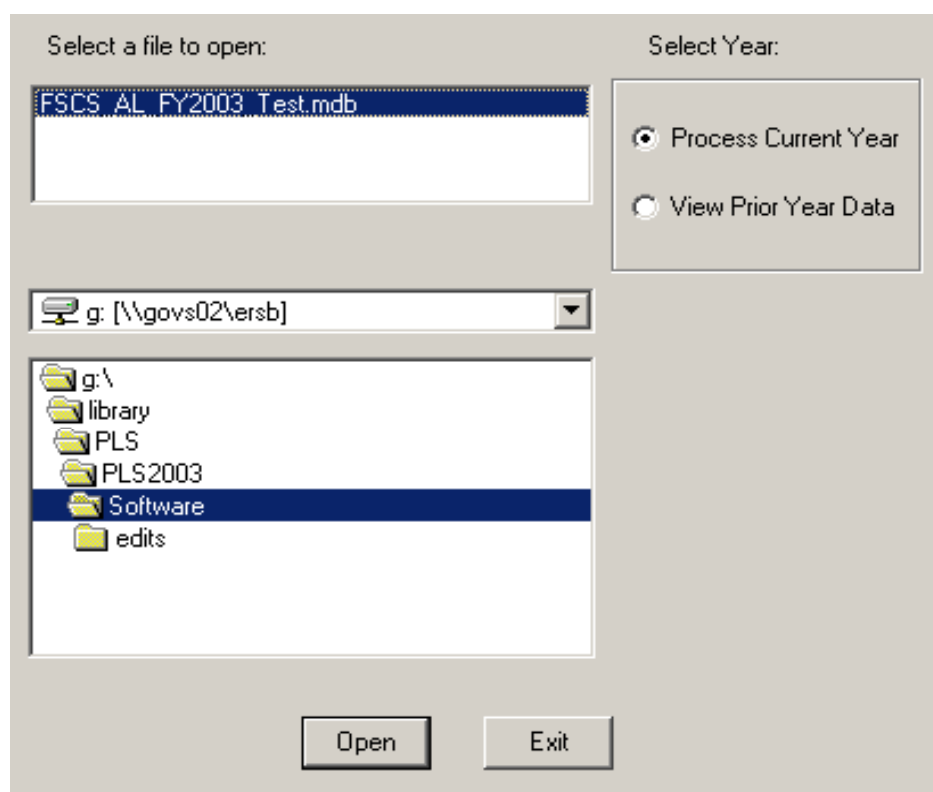
### 4.1 Introductory Screen

WinPLUS greets the user with the following introductory screen. Choose 'Continue' to go to the next screen. 'Exit' will close WinPLUS.



## 4.2 Select Data File

A screen appears that lists your state file (**fscs\_XX\_FYZZZZ.mdb**, where 'XX' is your two-letter state abbreviation, 'FY' is fiscal year, and 'ZZZZ' is the ending year of the fiscal reporting period—2003 for the current data collection). The user can select **Process Current Year** or **View Prior Year Data**. Normally you would select the current-year file. After selecting the file, choose 'Open' to continue or "Exit" to return to the WinPLUS Main Menu.



### Current-Year File (Fiscal Year 2003 Reporting Period)

The current-year file is a 'template' file that contains records for administrative entities for all public libraries in your state. The template file contains prior-year data (i.e., fiscal year 2002 data) for items 1 through 18 because this information is not expected to change annually. The user should update any data that has changed. The remaining items (i.e., 19 through 62) have -2s in the data cells, and the user should provide data for fiscal year 2003 for these items.

### Data File Names

WinPLUS administrative entity files are part of the state database (**fscs\_XX\_FYZZZZ.mdb**). In this manual, file names will commonly use 'XX' to represent the two-letter state abbreviation. Substitute your state abbreviation for XX, such as 'AL' for Alabama.

### 4.3 State Characteristics Data

When the user selects the current-year data file, WinPLUS automatically displays the State Characteristics data entry screen. (See Appendix D—State Characteristics Data Element Definitions). WinPLUS automatically displays your state's name (Alabama in this example) and the FSCS Submission Year (the year in which the data are submitted to NCES). **The user enters data for Reporting Period Starting Date, Reporting Period Ending Date, Official State Total Population Estimate, and Total Unduplicated Population of Legal Service Areas.**

WinPLUS 2.5 - State Characteristics   Alabama   FY-2003

Alabama State Characteristics  
FSCS Submission Year 2004

01 Reporting Period Starting Date (MM/YYYY):	10/2002
02 Reporting Period Ending Date (MM/YYYY):	09/2003
03 Official State Total Population Estimate:	4,447,100
04 Total Unduplicated Population of Legal Service Areas:	4,447,100

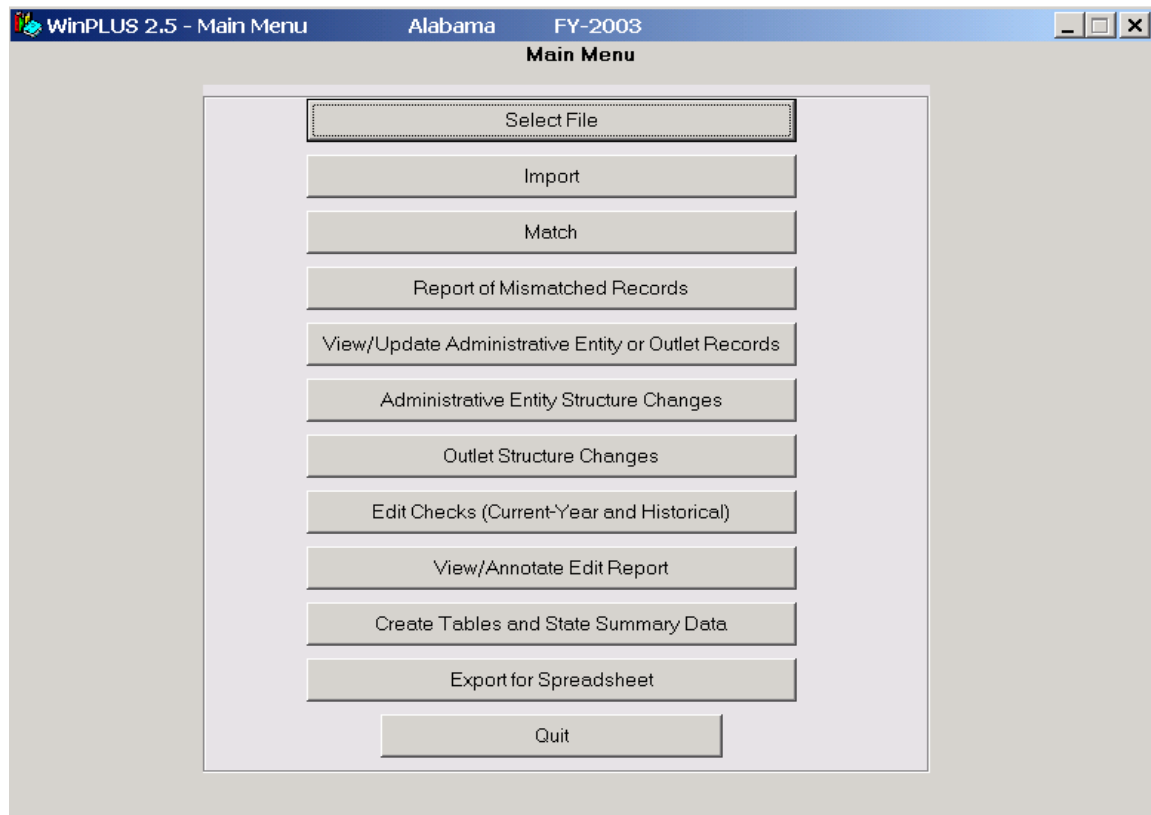
Continue   Exit

The cursor is on the **highlighted** data entry field for data element 01—Reporting Period Starting Date. ***The Reporting Period for this data submission is fiscal year 2002–2003.*** Enter the data and then press the Tab or ENTER key to go to the next item. The data are automatically saved in the database when you select the 'Continue' button, and the next screen, the WinPLUS Main Menu, is then displayed.



## 5 WinPLUS MAIN MENU OPTIONS

After the user selects the current-year data file and enters the state characteristics data, WinPLUS automatically displays the Main Menu that has 12 options, as shown below. From the WinPLUS Main Menu, the user can select any of the menu items by clicking on the option. Each of these options is discussed in detail on the following pages.



### 5.1 Select File

WinPLUS automatically enters this function when starting up (see section 4.2—Select Data File). You will only need to use this option if you wish to select a different data file than the one you selected when you started WinPLUS, or if you wish to access the state characteristics data (reporting period starting and ending dates, official state population estimate, and total unduplicated population of legal service areas).

From the 'Select File' screen, you may select 'Process Current Year' or 'View Prior Year Data'. The database is listed under 'Select A File to Open' and is named **fscs\_XX\_FYZZZZ.mdb**, where 'XX' is your two-letter state abbreviation, 'FY' is fiscal year, and 'ZZZZ' is the ending year of the fiscal reporting period—2003 for the current data collection. After selecting a file, choose 'Open'.

When you are ready to enter your current-year data, you may use one of two methods: direct data entry via the keyboard, or data import from an external file. Select 'View/Update Administrative Entity or Outlet Records' from the WinPLUS Main Menu to enter your data directly (see section 5.5—View/Update Administrative Entity or Outlet Records for instructions). Select 'Import' from the WinPLUS Main Menu to import your data (see section 5.2—Import for instructions).



## 5.2 Import

### 5.2.1 Overview of Import

WinPLUS performs an automatic "Read and Validate" routine (discussed in section 5.2.3) during the import process to make sure the data are formatted correctly. The user cannot make changes to the data during this routine. Import files must conform exactly to the specifications provided in 'Appendix B—Administrative Entity Import File Specifications' and 'Appendix C—Outlet Import File Specifications'.

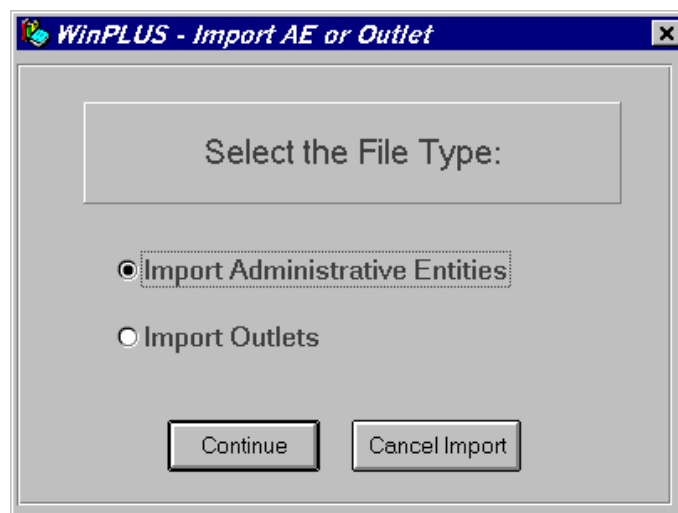
**Note:**

- All import file columns with a width of one or greater must have a valid entry. Use a -1 if you do not know the answer for an item.
- The administrative entity import file can contain only administrative entity records. Outlet records must be removed.
- The outlet import file can contain only outlet records—all central, branches, bookmobiles, and books-by-mail only outlets. Administrative entity records must be removed.

If you are unable to import successfully, please contact the PLS Census staff by phone at (800) 451-6235 or by e-mail at [govs.pls@census.gov](mailto:govs.pls@census.gov). Please keep a copy of the original import file for Census to review.

### 5.2.2 Selecting the Type of File to Import

Administrative entity and outlet data files can be imported into WinPLUS. WinPLUS imports them in sequence, not simultaneously. To initiate an import, choose 'Import' from the WinPLUS Main Menu. A screen asking the user to select the type of file to import is displayed:

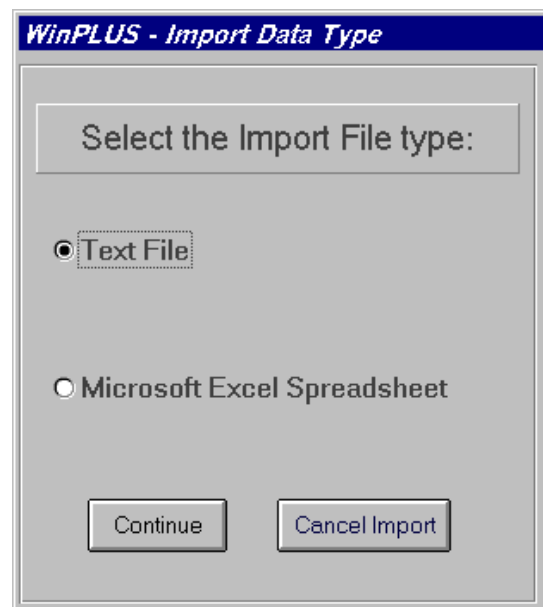


Choose 'Import Administrative Entities' or 'Import Outlets' depending on the type of data you plan to import. Choose 'Continue' to start the import process. To return to the WinPLUS Main Menu, choose 'Cancel Import'.

If you are importing the data for Administrative Entities, a menu (see screen below) is displayed with two available file formats: 'Text File' and 'Microsoft Excel Spreadsheet'. Select the file type that you will import into WinPLUS and choose 'Continue' to proceed with import, or choose 'Cancel Import' to return to the WinPLUS Main Menu.

**Note:**

- When importing an Excel spreadsheet, you must have a row of labels at the top of the spreadsheet. Otherwise, you will lose one data record because the first row gets dropped during import.
- If the user is importing the data for Outlets, the only option is 'Text File' (i.e., ASCII flat file). See the section below entitled 'Using the Macro Facility to Convert (Export) Excel Spreadsheets to Text Files' if you need to convert an outlet Excel spreadsheet to a text file that you can import into WinPLUS.
- All import file columns with a width of one or greater must have a valid entry. Use a -1 if you do not know the answer for an item.

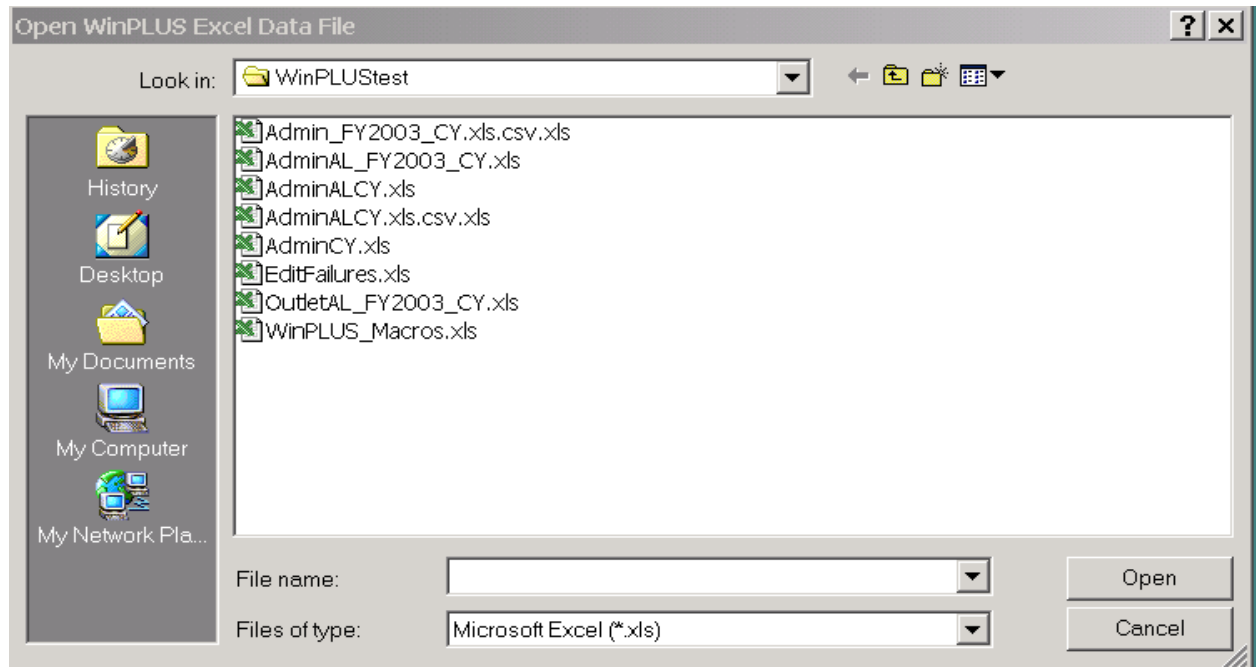
**Using the Macro Facility to Convert (Export) Excel Spreadsheets to Text Files**

If you experience any problems importing the Excel spreadsheet, use the macros provided with the WinPLUS installation package. These macros create ASCII flat (text) files from Excel spreadsheets. **WinPLUS\_Macros.xls** contains the macros and is located in the same directory as the WinPLUS software.

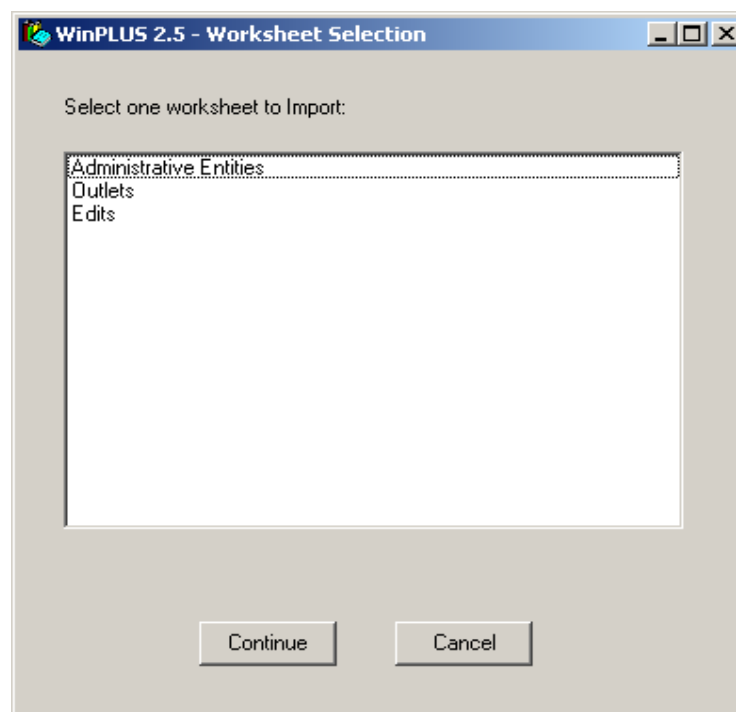
- Open WinPLUS\_Macros.xls and choose to Enable Macros.
- Open the spreadsheet containing data to be converted (exported) to a text file. (The file must be open.)
- Select Tools, Macro, and Macros... to see a dialog box containing the macros named 'WinPLUS\_Macros.xls!Export\_Administrative\_Entities' or 'WinPLUS\_Macros.xls!Export\_Outlets'.
- Highlight the appropriate macro name and click on 'Run' to start the macro.
- Navigate through the message boxes until you reach the final one that tells you the name of the text file just created. Import this text file into WinPLUS.

### 5.2.3 Read and Validate

After the user selects the data file type and format, WinPLUS will display a screen from which the drive and the file to be imported can be selected.



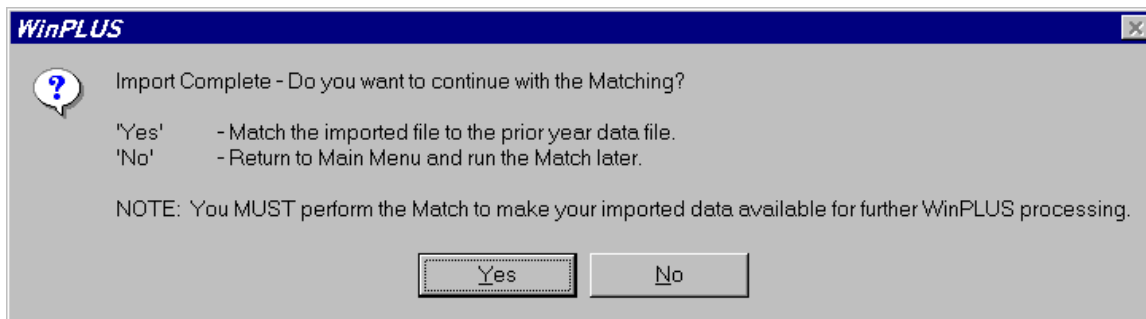
If you are importing administrative entities using an Excel spreadsheet, WinPLUS will ask you to enter the worksheet name. If your spreadsheet contains more than one worksheet, a list of all worksheet names will appear and the user must select the one to import.



After the user has selected the type and format of file to import, the import begins. First, WinPLUS automatically opens the import file and 'reads' (copies) the data within it to a temporary WinPLUS table. For ASCII text files, WinPLUS then validates the data against the administrative entity import file specifications or the outlet import file specifications (see appendix B or C, respectively). While reading and/or validating the import file, WinPLUS will display the message "Reading Rec #...", showing WinPLUS's progress.

### 5.2.4 Import Complete

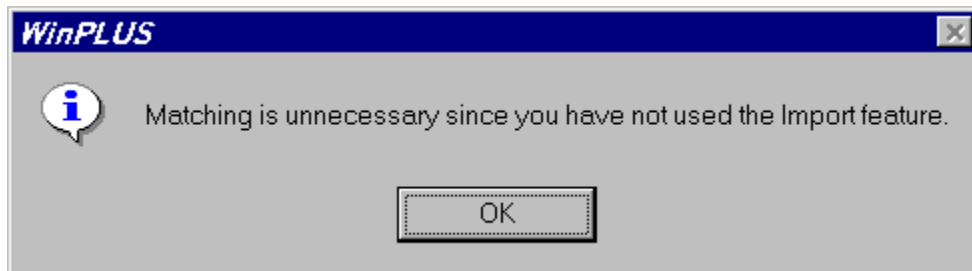
At the completion of importing, you have the option of (1) continuing with the matching routine, which matches current-year records against prior-year records, or (2) returning to the Main Menu and running the matching routine later. Select 'Yes' to continue with matching or 'No' to return to the Main Menu.



### 5.3 Match (Used with Imported Data Only)

The 'Match' option, which follows the 'Read and Validate' import routine, attempts to match records from the current-year import file against records from the prior-year file. The 'Match' option is used with imported data only. If you did not run the Matching Routine at the completion of importing your data, you must run it via the 'Match' option on the Main Menu. Please note the following:

- The 'Match' option on the Main Menu will not run if: (1) you did not import your data (i.e., you performed direct data entry), or (2) your data were not imported successfully. In either case, you will receive the following message if you select the 'Match' option on the Main Menu:



- The 'Edit Checks (Current Year and Historical)' option on the Main Menu will not run if you imported data but did not run the matching routine. If you try to run the edit checks, you will receive a message prompting you to run the "Match" feature:



- If you select the 'Match' option from the Main Menu, you will be prompted to begin matching on administrative entities (A) or outlets (O). **To complete the matching process, you must match on administrative entities (A) and on outlets (O).**
- You do not need to complete the Matching Routine in one session, but you must complete it before proceeding with any other WinPLUS operations.

### 5.3.1 Matching Routine

This routine attempts to match records from the current-year import file against records from the prior-year file. The 'Match' feature consists of the following steps:

1. Key information (e.g., NAME, LIB ID#, etc.) from the prior-year data is compared to the import data to *automatically* or *conditionally* match as many records as possible;
2. WinPLUS records official name and address changes;
3. WinPLUS runs the 'Structure Change' routine. This allows the user to resolve any records on the import file that have not been matched to the prior-year file and any records on the prior-year file that have not been matched to the import file; and
4. Matched records are moved to the administrative entity or outlet database.

The Matching Routine for Administrative Entity import files and Outlet import files are discussed separately in the next two sections.

#### 5.3.1.1 Matching Routine for the Administrative Entity File

1. The following conditions constitute an **automatic match** of administrative entity records on the import file and the prior-year file:
  - WinPLUS checks records to see if the LIB ID# and NAME (of library) on the import file exactly match the data on the prior-year file. If *both match*, the records are considered an automatic match, and the FSCS ID# is used.
  - If WinPLUS can match *only one* of these data elements on the import file and the prior-year file, the matching routine also attempts to match *any two* of the following data elements: ADDRESS, CITY, ZIP, or PHONE. If this condition is met, the record is considered an automatic match.
2. A match on *only one* of the six data elements described above constitutes a **conditional match**.

The criteria for automatic and conditional matches are summarized below:

DATA MATCHING ACTION	LIB ID#	NAME (of Library)	ADDRESS, CITY, ZIP, PHONE
Automatic Match	Yes	Yes	None
	Yes	No	Any 2 of the 4
	No	Yes	Any 2 of the 4
Conditional Match (i.e., prompts user for match)	Yes	No	None or any 1 of the 4
	No	Yes	None or any 1 of the 4
	No	No	Any 1 of the 4

In a conditional match, WinPLUS displays both administrative entity records on a 'split-screen' and prompts the user to confirm whether there is a specific library record match. In the following example, the LIB ID# and only one of the other four variables match, so this is a conditional match. (Note: The FSCS ID# is not displayed on the current-year side of the data matching screen, as it is considered premature to include it on the current-year record at this point.)

WinPLUS 2.5 - Match Alabama FY-2003

DATA MATCHING - ADMINISTRATIVE ENTITY

Prior Year Data		Current Year Data	
LIB ID #:	501-001	LIB ID #:	501-001
FSCS ID #:	AL0090		
Name:	ADAMSVILLE LIBRARY	Name:	ADAMSVILLE PUBLIC LIBRARY
Address:	4826 MAIN STREET	Address:	4825 MAIN STREET
City:	ABBEVILLE	City:	ADAMSVILLE
ZIP:	36310	ZIP:	35005
ZIP+4:	2419	ZIP+4:	0241
Phone:	205-674-3399	Phone:	205-674-3399

**Import Conditional Match**

Matched on field: LIBID  
Are these two records for the same library (Y/N)?

Choose 'Cancel' to quit Match.

OK Cancel

After a conditional match is found, the user types 'Y' to accept the match or 'N' to reject it. The record is then updated with the new information and WinPLUS moves on to the next record. Select 'Cancel' to return to the WinPLUS Main Menu.

Note: Be especially careful when importing data for new libraries that are really structure changes. For example, if two library systems merge and the administrative entity keeps the address of one of the old systems, WinPLUS may read this as a conditional match between the new entity on the import file and the old entity on the prior-year record.

The matching routine is **not** case sensitive. A library name entered in upper-case letters (e.g., 'MAIN LIBRARY') will be successfully matched with a library name entered in lower-case letters (e.g., 'Main Library').

Before continuing to the next record, WinPLUS checks for name and address changes from the prior-year record to the import record just matched (whether an automatic or conditional match).

### 5.3.1.2 Matching Routine for the Outlet File

1. The following conditions constitute an **automatic match** of outlet records on the import file and the prior-year file:
  - WinPLUS checks records to see if the LIB ID#, NAME (of library), and Outlet Type Code on the import file exactly match the data on the prior-year file. If *all three match*, the records are considered an automatic match and the prior-year FSCS ID# is used.
  - If WinPLUS can match *only two* of these data elements (the LIB ID# and Outlet Type Code), the matching routine also attempts to match *any two* of the following data elements: ADDRESS, CITY, ZIP or PHONE. If this condition is met, the record is considered an automatic match.
  - If WinPLUS can *only match* the NAME (of library) and Outlet Type Code, the matching routine also attempts to match *any two* of the following data elements: ADDRESS, CITY, ZIP or PHONE. If this condition is met, the record is considered an automatic match.
2. A match on *only one* of the six data elements described above constitutes a **conditional match**. The Outlet Type Code is not used for a conditional match.

The criteria for an automatic and conditional matches are summarized below:

DATA MATCHING ACTION	LIB ID#	NAME (of Library)	OUTLET TYPE	ADDRESS, CITY, ZIP, PHONE
Automatic Match	Yes	Yes	Yes	None
	Yes	No	Yes	Any 2 of the 4
	No	Yes	Yes	Any 2 of the 4
Conditional Match (i.e., prompts user for match)	Yes	No	N/A	None or any 1 of the 4
	No	Yes	N/A	None or any 1 of the 4
	No	No	N/A	Any 1 of the 4

In a conditional match, WinPLUS displays both outlet records on a 'split-screen' and prompts the user to confirm whether there is a specific library record match. In the following example, the LIB ID# matches, so this is a conditional match. (Note: The FSCS ID# is not displayed on the current-year side of the data matching screen, as it is considered premature to include it on the current-year record at this point.)

**WinPLUS - Match** Alabama FY-2003

**DATA MATCHING - OUTLETS**

Prior Year Data	Current Year Data
LIB ID #: 100-002	LIB ID #: 100-002
FSCS ID #: AL0003	
Name: CORDOVA LIBRARY	Name: CORDOVA PUBLIC LIBRARY
Address: 130 N MAIN STREET	Address: 130 MAIN STREET
City: DOVA	City: CORDOVA
Zip: 35551	Zip: 35550
Zip4: 1616	Zip4: 1414
Phone: 205-483-9579	Phone: 205-483-9578
Outlet Type: CE	Outlet Type: CE

**Import Conditional Match**

Matched on field: LIBID  
Are these two records for the same outlet (Y/N)?

Choose 'Cancel' to quit Match.

☒ Y

OK Cancel

After a conditional match is found, the user types 'Y' to accept the match or 'N' to reject it. The record is then updated with the new information and WinPLUS moves on to the next record. Select 'Cancel' to return to the WinPLUS Main Menu.

Be especially careful when importing data for new libraries that are really structure changes. For example, if two library systems merge and the administrative entity keeps the address of one of the old systems, WinPLUS may read this as a conditional match between the new entity on the import file and the old entity on the prior-year record.

Note: The data matching routine is **not** case sensitive. For example, a library name entered in upper-case letters (e.g., 'MAIN LIBRARY') will be successfully matched with a library name entered in lower-case letters (e.g., 'Main Library').

Before continuing to the next record, WinPLUS checks for name and address changes from the prior-year record to the import record just matched (whether an automatic or conditional match).

### 5.3.2 Checking for Name and Address Changes

While in the data Matching Routine, WinPLUS automatically checks for name and/or address changes so that the change can be tracked in the historical file if appropriate.

**Name (of library) Change.** When a user updates a name in an import record, the 'Import Name Change' window is automatically displayed below the split screen showing the import and prior-year data.

WinPLUS - Match Alabama FY-2003

DATA MATCHING - ADMINISTRATIVE ENTITY

Prior Year Data

LIB ID #: 501-001 FSCS ID #: AL0090

Name: ADAMSVILLE LIBRARY

Address: 4826 MAIN STREET

City: ABBEVILLE

ZIP: 36310 ZIP+4: 2419

Phone: (205)-674-3399

Current Year Data

LIB ID #: 501-001

Name: ADAMSVILLE PUBLIC LIBRARY

Address: 4825 MAIN STREET

City: ADAMSVILLE

ZIP: 35005 ZIP+4: 0241

Phone: (205)-674-3399

**Import Name Change**

The Name is not what it was last year.

1. This Administrative Entity has officially changed its name.

2. This is now the preferred spelling of the Name.

3. Last year's Name should be used instead of this year's.

OK Cancel

- Type '1', then select 'OK' to select "This Administrative Entity has officially changed its name" when the library name was officially changed.
- The user is prompted "Is this a Structure Change (Y/N)? ". (The types of administrative entity structure changes are listed in the WinPLUS screen on page 28. Outlet structure changes are listed in the screen on page 39.) Type 'N' to simply track the name change in the historical changes database. Type 'Y' to confirm that the record will need a structure change.
- Type '2', then select 'OK' to select "This is now the preferred spelling of the Name" when a correction was made to the library name because of a data entry error.
- Type '3', then select 'OK' to select "Last year's Name should be used instead of this year's." if you want to keep the prior-year name.

WinPLUS then automatically checks for address changes for the same record.

**Address Change.** When the user updates an address in an import record, the 'Import Address Change' window is automatically displayed below the split screen showing the import and prior-year data. Select one of the three options displayed.

WinPLUS - Match      Alabama      FY-2003

DATA MATCHING - ADMINISTRATIVE ENTITY

Prior Year Data      Current Year Data

LIB ID #: 501-001      FSCS ID #: AL0090      LIB ID #: 501-001

Name: ADAMSVILLE LIBRARY      Name: ADAMSVILLE PUBLIC LIBRARY

Address: 4826 MAIN STREET      Address: 4825 MAIN STREET

City: ABBEVILLE      City: ADAMSVILLE

ZIP: 36310      ZIP+4: 2419      ZIP: 35005      ZIP+4: 0241

Phone: (205)-674-...

**Import Address Change**

The Street Address is not what it was last year.

1. This Administrative Entity has moved to a new location.      OK

2. This is now the preferred Street Address (same location).      Cancel

3. Last year's Street Address should be used instead of this year's.

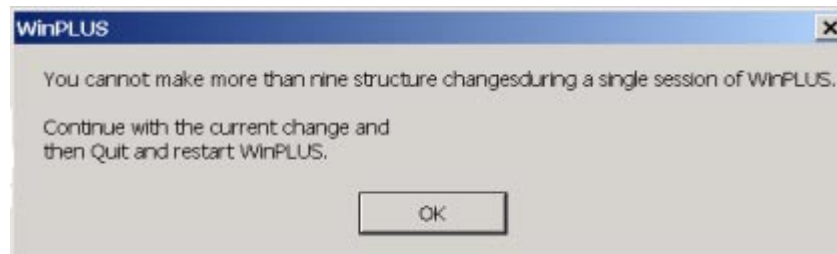
2

- Type '1', then select 'OK' to select "This Administrative Entity has moved to a new location" when the library moves its physical location.
- The user is prompted "Is this a Structure Change (Y/N)?" (The types of administrative entity structure changes are listed in screen on page 28. Outlet structure changes are listed on page 39.) Type 'N' to simply track the address change in the historical changes database. Type 'Y' to confirm that the record will need a structure change.
- Type '2', then select 'OK' to select "This is now the preferred Street Address (same location)" when a correction was made to the library address because of a data entry error.
- Type '3', then select 'OK' to select "Last year's Street Address should be used instead of this year's." if you want to keep the original address.

After all matches are complete and name and address changes checked, WinPLUS begins the structure change routine.

### 5.3.3 Structure Change Routine

After all matches are complete and official name and address changes recorded, if one or more records from the administrative entity or outlet import file still is not matched to the previous year's file, WinPLUS automatically begins the structure change routine. **Note: You cannot make more than nine structure changes during a single WinPLUS session. To make more than nine structure changes, 'Quit' and restart WinPLUS.**

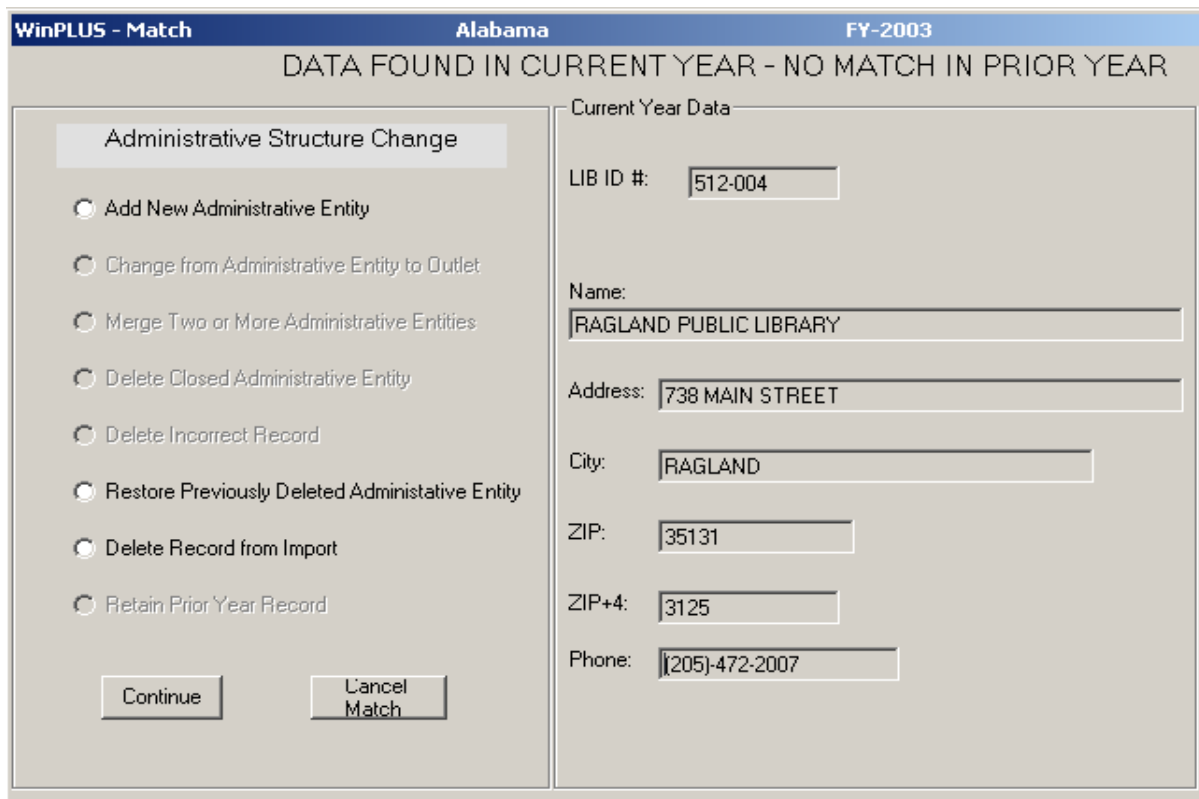


#### ADMINISTRATIVE ENTITY STRUCTURE CHANGES DURING MATCHING ROUTINE

A structure changes menu with several options is automatically displayed if one or more records from the administrative entity import file is not matched to the prior-year file. These options will vary depending on the type of match found. The options are described below.

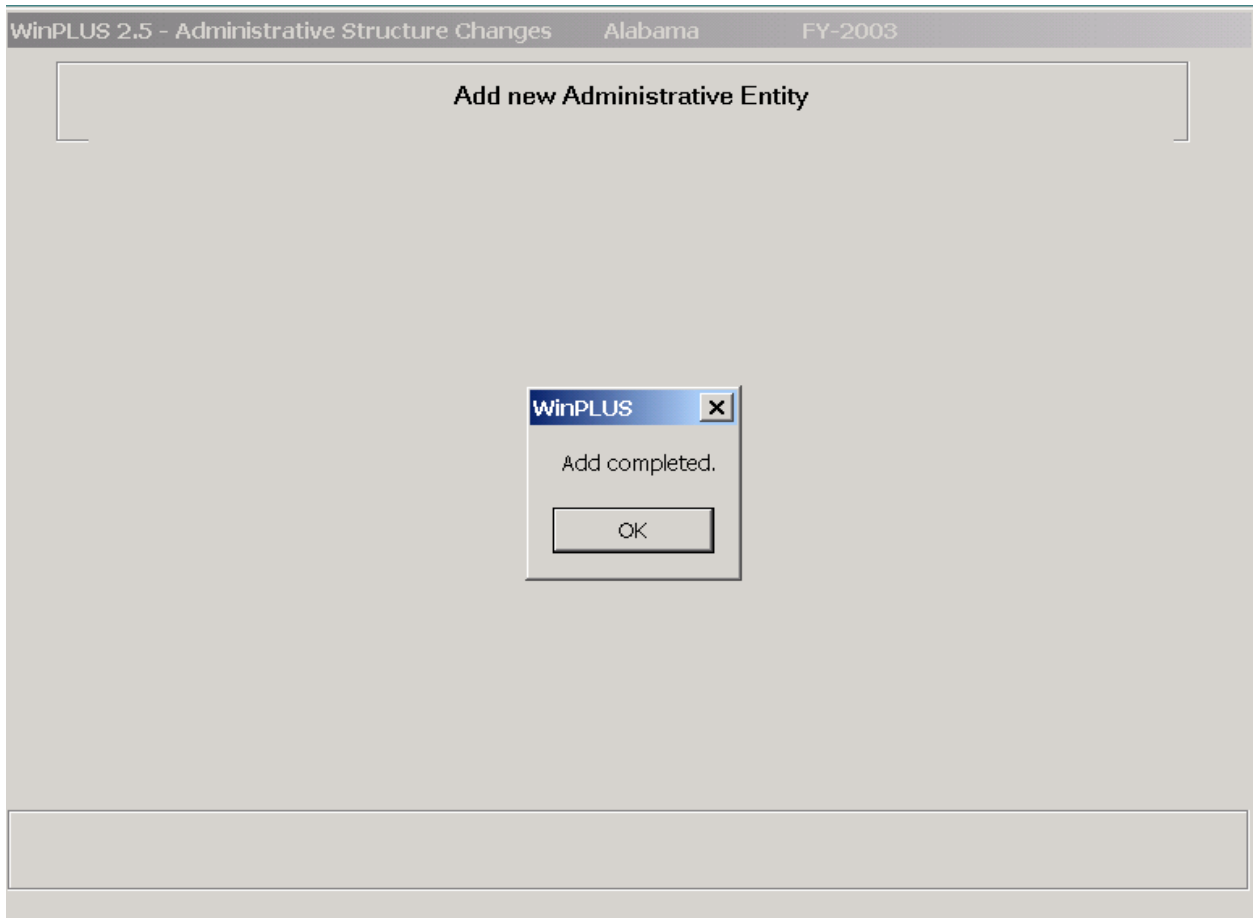
##### 1. Data Found in Current Year – No Match in Prior Year

When data are found in the administrative entity import file, but no match is found in the prior-year file, three types of structure changes are available: Add a new administrative entity, restore a previously deleted administrative entity, or delete the record from import.

A screenshot of the "WinPLUS - Match" dialog box. The title bar shows "WinPLUS - Match", "Alabama", and "FY-2003". The main title is "DATA FOUND IN CURRENT YEAR - NO MATCH IN PRIOR YEAR". On the left, under "Administrative Structure Change", there are radio button options: "Add New Administrative Entity", "Change from Administrative Entity to Outlet", "Merge Two or More Administrative Entities", "Delete Closed Administrative Entity", "Delete Incorrect Record", "Restore Previously Deleted Administrative Entity", "Delete Record from Import", and "Retain Prior Year Record". At the bottom left are "Continue" and "Cancel Match" buttons. On the right, under "Current Year Data", there are text input fields for: "LIB ID #:" (512-004), "Name:" (RAGLAND PUBLIC LIBRARY), "Address:" (738 MAIN STREET), "City:" (RAGLAND), "ZIP:" (35131), "ZIP+4:" (3125), and "Phone:" ((205)-472-2007).

➤ **Add New Administrative Entity**

To add a completely new administrative entity record, select 'Add New Administrative Entity' from the 'Administrative Entity Structure Changes' menu and then select 'Continue'. The program assigns the new entity a new FSCS ID#. Click 'OK' to continue to the next structure change.



➤ **Restore Previously Deleted Administrative Entity**

To restore an administrative entity record, choose 'Restore Previously Deleted Administrative Entity' from the 'Administrative Entity Structure Changes' menu. (Note: The deleted record is restored from the historical database and becomes a current record under its original FSCS ID#.)

WinPLUS 2.5 - Administrative Structure Changes   Alabama   FY-2003

Restore Administrative Entity record

Select an Administrative to Restore

FSCS	LIBID	LIBNAME	CITY
AL0212	999-064	ALABAMA LIBRARY EXCHANGE	HUNTSVILLE
AL8000	FSCS 136	ALABAMA PUBLIC LIBRARY SE	MONTGOMERY
AL0214	517-000	BARBOUR COUNTY LIBRARY C	EUFAULA
AL0153	514-000	CALHOUN CO. PUBLIC LIBRARY	ANNISTON
▶ AL0185	100-009	CARBON HILL CITY LIBRARY	CARBON HILL
AL0230	100-009	CARBON HILL CITY LIBRARY	CARBON HILL
AL0183	999-027	CLARKE COUNTY LIBRARY DE	GROVE HILL
AL0220	515-000	DALE COUNTY COOPERATIVE	OZARK
AL0224	FSCS 215	GARDEN CITY PUBLIC LIBRARY	GARDEN CITY
AL0213	FSCS 150	HENRY COUNTY LIBRARY AUT	COLUMBIA
AL0137	-1	JEFFERSON CO LIBRARY COOF	BIRMINGHAM
AL0108	501-000	JEFFERSON CO LIBRARY COOF	BIRMINGHAM
AL0089	501-000	JEFFERSON CO LIBRARY COOF	BIRMINGHAM
AL0221	516-000	LAUDERDALE COUNTY REGION	FLORENCE
AL8001	AL8001 - 1	LIBRARY MANAGEMENT NETW	DECATUR
AL0008	100-007	LYNN PUBLIC LIBRARY	LYNN
AL0138	510-010	MILDRED B HARRISON REGION	COLUMBIANA
AL8002	AL8002 - 1	MOUNT VERNON PUBLIC LIBR	MT VERNON
AL0050	100-000	MUSCLE SHOALS REGIONAL	FLORENCE

Restore   Cancel

Choose the administrative entity to restore from the list of administrative entities by clicking on the gray box to the left of the name. *The entire row must be highlighted.* Please be sure to pick the administrative entity that you have been working with in the match. Choose 'Restore'.

WinPLUS 2.5 - Administrative Structure Changes				Alabama		FY-2003	
Restore Administrative Entity record							
1A FSCS: AL0185							
Identification							
01 LIBID:	100-009	02 Name:	CARBON HILL CITY LIBRARY				
Street Address		Mailing Address					
03 Address:	414 NW 5TH AVENUE	07 Address:	-2				
04 City:	CARBON HILL	08 City:	-2				
05 ZIP:	35549	06 ZIP+4:	0116	09 ZIP:	-2	10 ZIP+4:	-1
11 County:	WALKER						
12 Phone:	205-924-4254	13 Web Address:	http:// -2				
14 Interlib. Rel.:	NO	17 FSCS PL:	N				
15 Legal Basis:	CI	18 Geo.:	-1				
16 Admin.	SO	19 Boundary Change:	N				
Cancel Restore		Save Now		Cancel Changes		Exit	

The historical database only restores data for data elements 1 through 18. Enter the data for the remaining items now or later via the WinPLUS Main Menu option 'View/Update Administrative Entity or Outlet Records'. Select 'Save Now' or 'Exit' to save the changes or 'Cancel Restore' to cancel the procedure.

#### ➤ **Delete Record from Import**

This option allows the user to 'bail out' of importing a record that does not match the user's current-year template file. Canceling a record from import allows the import to proceed, but the original record is still in the import file. The user must edit the record, make a structure change, or correct an error. Otherwise the user will have to cancel the same record each time an import is performed. Select 'Delete Record from Import' from the 'Administrative Structure Change' menu and then choose 'Continue' to 'bail out' of importing a record. The program will automatically resume processing the next import file structure change.

## 2. Data Found in Prior Year – No Match in Current Year

When data are found in the prior-year file, but a match is not found in the administrative entity import file, five types of structure changes are available: Change from an administrative entity to an outlet, merge two or more administrative entities, delete a closed administrative entity, delete an incorrect record, or retain the prior-year record.

WinPLUS 2.5 - Match	Alabama	FY-2003
<b>DATA FOUND IN PRIOR YEAR - NO MATCH IN CURRENT YEAR</b>		
<div><b>Administrative Structure Change</b></div> <ul style="list-style-type: none"><li><input type="radio"/> Add New Administrative Entity</li><li><input type="radio"/> Change from Administrative Entity to Outlet</li><li><input type="radio"/> Merge Two or More Administrative Entities</li><li><input type="radio"/> Delete Closed Administrative Entity</li><li><input type="radio"/> Delete Incorrect Record</li><li><input type="radio"/> Restore Previously Deleted Administrative Entity</li><li><input type="radio"/> Delete Record from Import</li><li><input type="radio"/> Retain Prior Year Record</li></ul> <div><input type="button" value="Continue"/> <input type="button" value="Cancel Match"/></div>	<div><b>Prior Year Data</b></div> <div>LIB ID #: <input type="text" value="100-001"/></div> <div>FSCS ID #: <input type="text" value="AL0002"/></div> <div>NAME: <input type="text" value="ARLEY PUBLIC LIBRARY"/></div> <div>ADDRESS: <input type="text" value="P.O. BOX 146"/></div> <div>CITY: <input type="text" value="ARLEY"/></div> <div>ZIP: <input type="text" value="35541"/></div> <div>ZIP+4: <input type="text" value="0146"/></div> <div>PHONE: <input type="text" value="(205)-387-0129"/></div>	

➤ **Change from Administrative Entity to Outlet**

To change an administrative entity record to an outlet record, select 'Change from Administrative Entity to Outlet' from the 'Administrative Entity Structure Changes' menu. The administrative entity that changed to an outlet is tracked in the historical database under its original FSCS ID# and the new outlet's FSCS ID#.

WinPLUS 2.5 - Administrative Structure Changes   Alabama   FY-2003

Change Administrative Entity to an Outlet

Identification

01 LIBID: 501-001   02 Name: ADAMSVILLE LIBRARY

Street Address   Mailing Address

03 Address: 4826 MAIN STREET   07 Address: PO BOX 309

04 City: ABBEVILLE   08 City: ADAMSVILLE

05 ZIP: 36310   06 ZIP:   10 ZIP+4: 0241

11 County: JEFFERSON   13 V

12 Phone: 205-221-2568   13 V

14 Interlib. Rel.: ME   17 FSCS PL: Y

15 Legal Basis: CI   18 Geo.: CI1

16 Admin. SO   19 Boundary Change:

WinPLUS

Change this Administrative Entity to an Outlet?

Yes   No

You will receive the message 'Change this Administrative Entity to an Outlet?' If you select 'No', the structure change is canceled.

If you select 'Yes' and outlets exist for the administrative entity selected to change to an outlet, you are prompted with the message 'Outlets exist. You must first delete all outlets associated with this Entity'. The structure change is canceled. You must reconcile the outlets before the administrative entity can be changed to an outlet. This is because outlets must be attached to an administrative entity. To reconcile the outlets, return to the WinPLUS Main Menu and then select option 'Outlet Structure Changes' and follow instructions in section 5.7—Outlet Structure Changes. After all outlets have been reconciled, return to WinPLUS Main Menu option 'Administrative Entity Structure Changes'. Follow the instructions for 'Change from Administrative Entity to Outlet'.

WinPLUS 2.5 - Administrative Structure Changes   Alabama   FY-2003

Change Administrative Entity to an Outlet

Identification

01 LIBID: 501-001      02 Name: ADAMSVILLE LIBRARY

Street Address      Mailing Address

03 Address: 4826 MAIN STREET      07 Address: PO BOX 309

04 City: ABBEVILLE      08 City: ADAMSVILLE

05 ZIP: 36310      P+4: 0241

11 County: JEFFERS

12 Phone: 205-221-2...

Outlets exist. You must first delete all outlets associated with this Entity.

OK

14 Interlib. Rel.: ME      17 FSCS PL: Y

15 Legal Basis: CI      18 Geo.: C1

16 Admin. SO      19 Boundary Change:

If you select 'Yes' and all outlets are reconciled, you will be asked, 'Select an Administrative Entity to be the parent record for this Administrative Entity that you are changing to an Outlet'. Select the administrative entity that will become the parent record by clicking on the gray box to the left of the names. *The entire row must be highlighted.* Select 'Continue' to complete the structure change.

You must enter data for the new outlet for data elements #9-Outlet Type Code, #10-Metropolitan Status Code, #11-Square Footage (if the outlet type code is CE or BR), and #12-Number of Bookmobiles. Use WinPLUS Main Menu option 'View/Update Administrative Entity and Outlet Records' for data entry.

➤ **Merge Two or more Administrative Entities**

To merge administrative entity records, select 'Merge Two or More Administrative Entities' from the 'Administrative Entity Structure Changes' menu, and select 'OK' to continue. (Note: WinPLUS automatically assigns the new administrative entity a new FSCS ID#. The number assigned is the next highest FSCS ID# from the one previously assigned. All branches, bookmobiles and centrals are carried over to the new administrative entity record. The old administrative entities that merged are tracked in the historical database under their old and new FSCS ID #s.)

WinPLUS - Administrative Structure Changes      Alabama      FY-2003

Merge Administrative Entities

Select Administrative Entity(ies)

LIBID	LIBNAME	CITY	FSCSKEY
100-000	CARL ELLIOTT REGIONAL LIBRARY	JASPER	AL0001
100-002	CORDOVA PUBLIC LIBRARY	CORDOVA	AL0003
100-003	DORA PUBLIC LIBRARY	DORA	AL0004
100-004	DOUBLE SPRINGS PUBLIC LIBRARY	DOUBLE SPRINGS	AL0005
100-005	HALEYVILLE PUBLIC LIBRARY	HALEYVILLE	AL0006
100-006	JASPER PUBLIC LIBRARY	JASPER	AL0007
100-008			AL0009
101-000			AL0010
101-001			AL0011
101-002			AL0012
999-028			AL0013
101-004			AL0014
101-005	EARLE A. RAINWATER MEMORIAL LIBRARY	CHILDERSBURG	AL0015
101-006	LINCOLN PUBLIC LIBRARY	LINCOLN	AL0016
101-007	LINEVILLE PUBLIC LIBRARY	LINEVILLE	AL0017
101-008	LUCILE L. MORGAN PUBLIC LIBRARY	HEFLIN	AL0018
101-009	OXFORD PUBLIC LIBRARY	OXFORD	AL0019
999-070	TALLADEGA PUBLIC LIBRARY	TALLADEGA	AL0020
999-033	ABBEVILLE MEMORIAL LIBRARY	ABBEVILLE	AL0022

WinPLUS

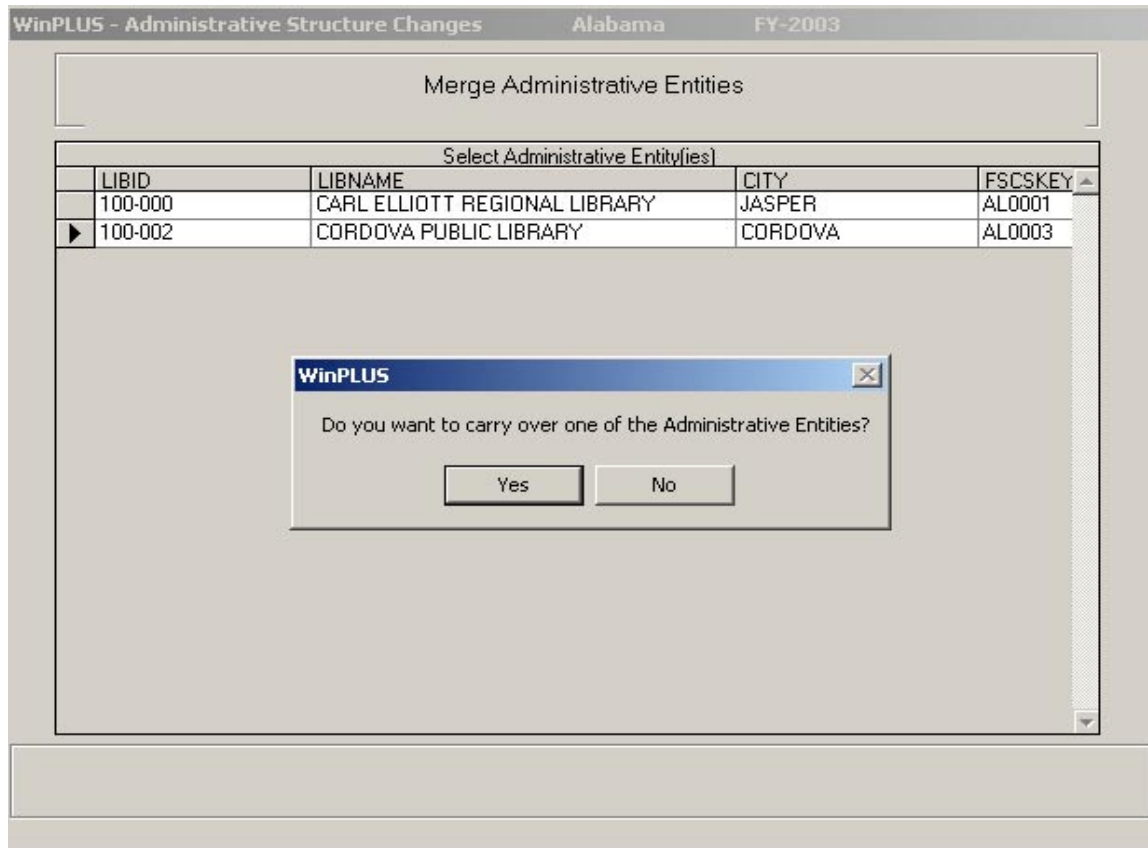
Select two or more Administrative Entities to be Merged.

OK Cancel

Continue Cancel

Next, select the administrative entities to be merged by clicking on the gray box to the left of the names. *The entire row must be highlighted.* Please be sure that the record with no match in the current year (that you are working on) is one of your selections.

You will then receive the message 'Do you want to carry over one of the Administrative Entities?' If you select 'Yes', you are prompted to 'Select Administrative Entity to carry over'. Select the administrative entity to carry over by clicking on the gray box to the left of the name. *The entire row must be highlighted.*



The name and address information for the entity you selected will carry over to the new entity. If you select 'No', these items are left blank for you to fill in the new information.

➤ **Delete Closed Administrative Entity**

To delete an administrative entity that has closed, choose 'Delete Closed Administrative Entity' from the 'Administrative Entity Structure Changes' menu and select 'Continue'. (Note: The closed administrative entity record is deleted from the administrative entity file, but is automatically tracked in the historical database under its original FSCS ID# and can later be restored).

The next screen asks 'Do you want to delete this Administrative Entity and all of its Outlets?'

WinPLUS 2.5 - Administrative Structure Changes Alabama FY-2003

Close Administrative Entity

1A FSCS: AL0157

Identification

01 LIBID: 999-001 02 Name: AKRON PUBLIC LIBRARY

Street Address Mailing Address

03 Address: FIRST AVENUE SOUTH 07 Address: PO BOX 8

04 City: AKRON 08 City: AKRON

05 ZIP: 35441 ZIP+4: 0008

11 County: HALE

12 Phone: 205-372-31

Do you want to delete this Administrative Entity and all of its Outlets?

Yes No

14 Interlib. Rel.: NO 17 FSCS PL: Y

15 Legal Basis: CI 18 Geo.: CI1

16 Admin.: SO 19 Boundary Change: Y

Choose 'No' to cancel, or 'Yes' to delete the closed administrative entity.

**Note:** If an administrative entity did not report any data this year but did not close or merge with another entity, please retain it on the file and enter -1 for the data elements.

➤ **Delete Incorrect Record**

To delete an incorrect administrative entity, choose 'Delete Incorrect Record' from the 'Administrative Entity Structure Changes' and choose 'Continue'. (Note: The deleted administrative entity is tracked in the historical database under its original FSCS ID# and can later be restored).

WinPLUS 2.5 - Administrative Structure Changes   Alabama   FY-2003

Delete incorrect Administrative Entity record

1A FSCS: AL0037

Identification

01 LIBID: 103-001   02 Name: ANDALUSIA PUBLIC LIBRARY

Street Address   Mailing Address

03 Address: 212 SOUTH THREE NOTCH STREET   07 Address: 212 SOUTH THREE NOTCH STREET

04 City: ANDALUSIA   08 City: ANDALUSIA

05 ZIP: 36420   ZIP+4: 3710

11 County: COVINGTO

12 Phone: 334-222-66

Do you want to delete this Administrative Entity and all of its Outlets?

Yes   No

14 Interlib. Rel.: ME   17 FSCS PL: Y

15 Legal Basis: CI   18 Geo.: CI1

16 Admin. SO   19 Boundary Change: Y

Choose 'Yes' to delete, 'No' to cancel. If you choose 'Yes', you will receive the message 'Delete completed'.

**Note:** If an administrative entity did not report any data this year but did not close or merge with another entity, please retain it on the file and enter -1 for the data elements.

➤ **Retain Prior-Year Record**

This option allows the user to retain the prior-year data when a prior-year record is not matched on the current-year import file. Select 'Retain Prior Year Record' from the 'Administrative Structure Change' menu and then choose 'Continue' to retain the prior-year record. The program will automatically resume processing the next import file structure change.

**OUTLET STRUCTURE CHANGES DURING MATCHING ROUTINE**

A structure changes menu with several options is automatically displayed if one or more records from the outlet import file is not matched to the prior-year file. These options will vary depending on the type of match found. The options are described below.

**1. Data Found in Current Year – No Match in Prior Year**

When data are found in the outlet import file, but no match is found in the prior-year file, three types of structure changes are available: add a new outlet, restore a previously deleted outlet, or delete the record from import.

WinPLUS - Match	Alabama	FY-2003
<b>DATA FOUND IN CURRENT YEAR - NO MATCH IN PRIOR YEAR</b>		
<div><div><b>Outlet Structure Change</b><ul style="list-style-type: none"><li><input type="radio"/> Add New Outlet</li><li><input type="radio"/> Move Outlet to its own (Newly Created) Administrative Entity</li><li><input type="radio"/> Merge Two or More Outlets</li><li><input type="radio"/> Delete Closed Outlet</li><li><input type="radio"/> Delete Incorrect Record</li><li><input type="radio"/> Restore Previously Deleted Outlet</li><li><input type="radio"/> Delete Record from Import</li><li><input type="radio"/> Retain Prior Year Record</li></ul><div><div>Continue</div><div>Cancel Match</div></div></div><div><b>Current Year Data</b><div><b>LIB ID #:</b> <input type="text" value="999-080"/></div><div><b>Name:</b> <input type="text" value="WEST BLOCTON PUBLIC LIBRARY"/></div><div><b>Address:</b> <input type="text" value="PO BOX 292"/></div><div><b>City:</b> <input type="text" value="WEST BLOCTON"/></div><div><b>ZIP:</b> <input type="text" value="35184"/></div><div><b>ZIP+4:</b> <input type="text" value="5184"/></div><div><b>Phone:</b> <input type="text" value="(205)-938-3570"/></div></div></div>		

➤ **Add New Outlet**

To add a completely new outlet record, select 'Add new outlet' from the 'Outlet Structure Changes Menu'. A window prompts the user to 'Select a parent Administrative Entity for this Outlet'.

LIBID	LIBNAME	CITY	FSCSKEY
100-002	CORDOVA PUBLIC LIBRARY	CORDOVA	AL0003
100-003	DORA PUBLIC LIBRARY	DORA	AL0004
100-004	DOUBLE SPRINGS PUBLIC LIBRARY	DOUBLE SPRINGS	AL0005
100-000	CARL ELLIOTT REGIONAL LIBRARY	JASPER	AL0001
AL8009	ADAMSVILLE PUBLIC LIBRARY	ADAMSVILLE	AL8009
100-005	HALEYVILLE PUBLIC LIBRARY	HALEYVILLE	AL0006
100-006	J...		AL0007
100-008	S...		AL0009
101-000	C...		AL0010
101-001	A...		AL0011
101-002	A...		AL0012
999-028	B...		AL0013
101-004	CHEROKEE COUNTY PUBLIC LIBRARY	CENTRE	AL0014
101-005	EARLE A. RAINWATER MEMORIAL LIBRARY	CHILDERSBURG	AL0015
101-006	LINCOLN PUBLIC LIBRARY	LINCOLN	AL0016
101-007	LINEVILLE PUBLIC LIBRARY	LINEVILLE	AL0017
101-008	LUCILE L. MORGAN PUBLIC LIBRARY	HEFLIN	AL0018
101-009	OXFORD PUBLIC LIBRARY	OXFORD	AL0019
999-070	TALLADEGA PUBLIC LIBRARY	TALLADEGA	AL0020

Select the administrative entity that will be the parent to the outlet by clicking on the gray box to the left of the names. *The entire row must be highlighted.* Select 'Continue' to proceed. Next, the 'Add New Outlet' data entry screen window is displayed with the pop-up message 'Add Complete'.

WinPLUS assigns the new outlet an FSCS ID#. The number assigned is the same as the administrative entity to which the outlet was added, with the addition of a three-digit suffix to uniquely identify the new outlet.

➤ **Restore Previously Deleted Outlet**

To restore a previously deleted outlet, select 'Restore Previous Deletion' from the 'Outlet Structure Changes Menu'. (Note: The deleted record is restored from the historical database and becomes a current record in the outlet database. The outlet's old FSCS ID# is retained.) A list of outlets that may be restored is displayed.

WinPLUS - Outlet Structure Changes      Alabama      FY-2003

Restore Outlet record

Select an Outlet to Restore

FSCS	LIBID	LIBNAME	CITY
AL0048	104-000	HORSESHOE BEND REGIONAL	DADEVILLE
▶ AL0048	AL0048-006	HORSESHOE BEND REGIONAL	DADEVILLE
AL0048	104000	HORSESHOE BEND REGIONAL	DADEVILLE
AL0048	104-000	HORSESHOE BEND REGIONAL	DADEVILLE
AL0048	AL0048-007	HORSESHOE BEND REGIONAL	DADEVILLE
AL0158	999-002	HOUSTON-LOVE MEMORIAL LI	DOTHAN
AL0158	AL0158-002	HOUSTON-LOVE MEMORIAL LI	DOTHAN
AL0158	999002	HOUSTON-LOVE MEMORIAL LI	DOTHAN
AL0158	999002	HOUSTON-LOVE MEMORIAL LI	DOTHAN
AL0158	999-002	HOUSTON-LOVE MEMORIAL LI	DOTHAN
AL0099	-1	HUEYTOWN PUBLIC LIBRARY	HUEYTOWN
AL0166	999-010	HUNTSVILLE-MADISON CO. PU	HUNTSVILLE
AL0166	999-010	HUNTSVILLE-MADISON CO. PU	HUNTSVILLE
AL0166	AL0166-024	HUNTSVILLE-MADISON CO. PU	HUNTSVILLE
AL0208	-1	IDER PUBLIC LIBRARY	IDER
AL0170	-1	INA PULLEN SMALLWOOD MEN	CHICKASAW
AL0100	-1	IRONDALE PUBLIC LIBRARY	IRONDALE
AL0171	-1	JACKSON PUBLIC LIBRARY	JACKSON
AL0155	-1	JACKSONVILLE PUBLIC LIBRARY	JACKSONVILLE

Restore      Cancel

Select the outlet that will be restored by clicking on the gray box to the left of the names. *The entire row must be highlighted.* Please select the outlet record that you have been working with in the match. Select 'Restore' to proceed with the structure change.

Next, a window showing the outlet is displayed. The user will be asked 'Do you want to restore this Outlet?'

The screenshot shows the 'WinPLUS 2.5 - Outlet Structure Changes' window for 'Alabama' and 'FY-2003'. The main window has a title bar with these details. Below the title bar, there is a section titled 'Restore Outlet record'. Underneath, there is a section titled 'Outlets'. The form contains several fields: 01 LIB ID: AL0048-006, 02 Name: HORSESHOE BEND REGIONAL BOOKMOBILE, 03 Address: 207 NORTH WEST STREET, 04 City: DADEVILLE, 05 ZIP: 36853, 06 ZIP+4: 13, 09 Outlet Type Code: BS, 10 Metropolitan Status code: NO, 11 Square Footage: -2, 12 Number of Bookmobiles: -2. A modal dialog box titled 'WinPLUS' is overlaid on the form, asking 'Do you want to restore this Outlet?' with 'Yes' and 'No' buttons. The dialog box also displays the FSCS ID: AL0048 006 and the address: TALLAPOOSA 256-825-9232.

Select 'Yes' to continue with the restore. Select 'No' to cancel the restore and return to the 'Outlet Structure Changes Menu'. When the user selects 'Yes', the outlet record is restored from the historical database and again becomes a part of the outlet database under its original FSCS ID#. The 'Outlet Structure Changes Menu' is then displayed.

➤ **Delete Record from Import**

This option allows the user to 'bail out' of importing a record that does not match the user's current-year template file. When 'Delete Record from Import' is selected, the record is not imported into the file, but the original record is still in the import file. Select 'Delete Record from Import' from the 'Outlet Structure Change Menu' and then choose 'Continue' to 'bail out' of importing a record. The program will automatically resume processing the next import file structure change.

## 2. Data Found in Prior Year – No Match in Current Year

When data are found in the prior-year file, but a match is not found in the outlet import file, five types of structure changes are available: move outlet to its own (newly created) administrative entity, merge two or more outlets, delete a closed outlet, delete an incorrect record, or retain the prior-year record.

WinPLUS 2.5 - Match	Alabama	FY-2003
<b>DATA FOUND IN PRIOR YEAR - NO MATCH IN CURRENT YEAR</b>		
<div><div><div>Outlet Structure Change</div><div><p><input type="radio"/> Add New Outlet</p><p><input type="radio"/> Move Outlet to its own (Newly Created) Administrative Entity</p><p><input type="radio"/> Merge Two or more Outlets</p><p><input type="radio"/> Delete Closed Outlet</p><p><input type="radio"/> Delete Incorrect Record</p><p><input type="radio"/> Restore Previously Deleted Outlet</p><p><input type="radio"/> Delete Record from Import</p><p><input type="radio"/> Retain Prior Year Record</p><div><div>Continue</div><div>Cancel Match</div></div></div></div><div><div>Prior Year Data</div><div><p>LIB ID #: <input type="text" value="AL0108-022"/></p><p>FSCS ID #: <input type="text" value="AL0108"/></p><p>NAME: <input type="text" value="WYLAM BRANCH"/></p><p>ADDRESS: <input type="text" value="4300 7TH AVENUE WYLAM"/></p><p>CITY: <input type="text" value="BIRMINGHAM"/></p><p>ZIP: <input type="text" value="35224"/></p><p>ZIP+4: <input type="text" value="2624"/></p><p>PHONE: <input type="text" value="(205)-785-0349"/></p></div></div></div>		

➤ **Move Outlet to its Own (Newly Created) Administrative Entity**

To move an outlet record to a newly created administrative entity, select 'Move to its Own (Newly Created) Administrative Entity' from the 'Outlet Structure Changes' menu. The outlet that changed to an administrative entity is tracked in the historical database under its old FSCS ID# and the new FSCS ID#.

WinPLUS 2.5 - Outlet Structure Changes   Alabama   FY-2003

Change Outlet to an Administrative Entity

Outlets

01 LIB ID: AL0108-022      1A FSCS ID: AL0108   022

02 Name: WYLLAM BRANCH

03 Address: 4300 7TH A

04 City: BIRMINGHAM

05 ZIP: 35224

09 Outlet Type Code: BR

10 Metropolitan Status code: CC

11 Square Footage: -1

12 Number of Bookmobiles: 0

Change This Outlet to an Administrative Entity with a new FSCS ID#?

Yes   No

If you select 'Yes', the 'Move Outlet to Newly Created Administrative Entity' data entry screen is displayed. Please enter data for the newly created administrative entity. Select 'Save Now' or 'Exit' to save the new administrative entity record, or select 'Cancel Outlet to Entity' to cancel the structure change.

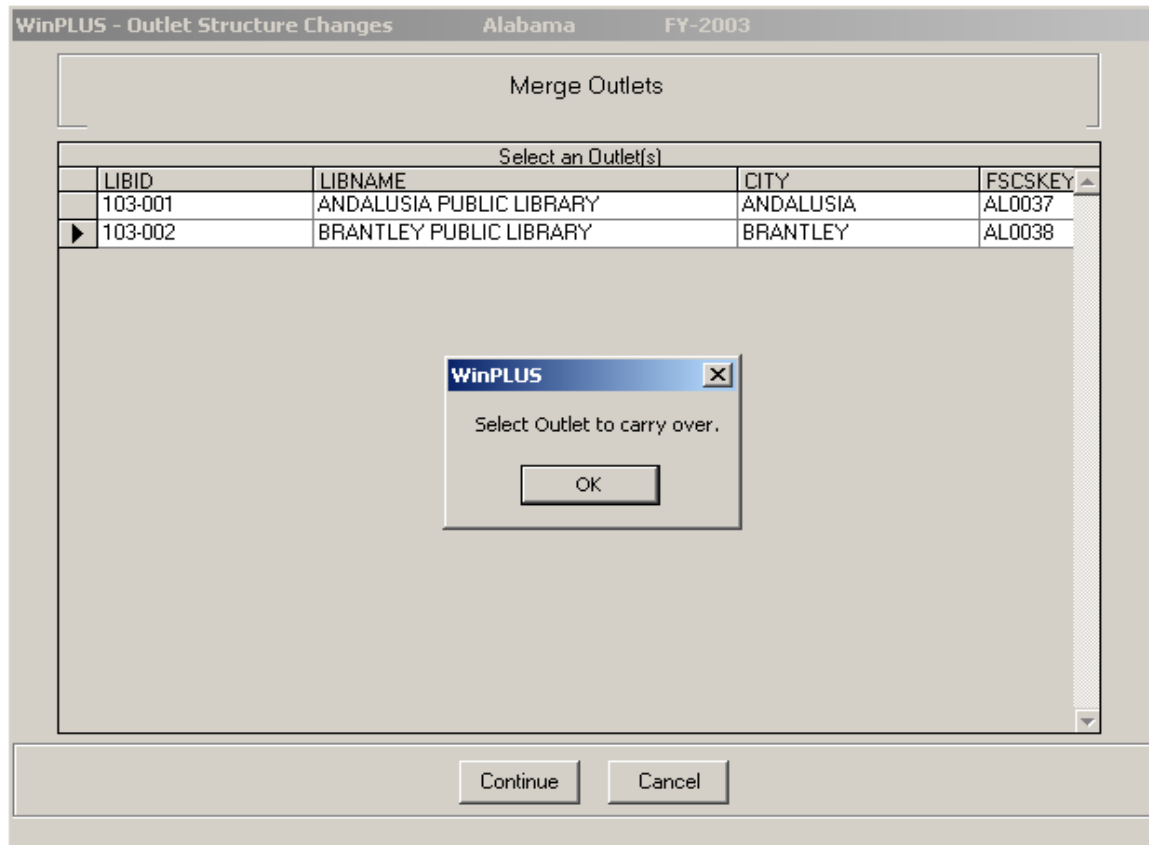
WinPLUS - Outlet Structure Changes				Alabama		FY-2003	
Move Outlet to Newly Created Administrative Entity							
1A FSCS: AL8011							
Identification							
01 LIBID: AL8011		02 Name: ALABAMA CITY PUBLIC LIBRARY					
Street Address				Mailing Address			
03 Address: 2700 WEST MEIGHAN		07 Address: -2					
04 City: GADSDEN		08 City: -2					
05 ZIP: 35902		06 ZIP+4: 1716		09 ZIP: -2		10 ZIP+4: .1	
11 County: ETOWAH							
12 Phone: 256-549-4688		13 Web Address: http:// -2					
14 Interlib. Rel.: -2		17 FSCS PL: ?					
15 Legal Basis: -2		18 Geo.: -2					
16 Admin. -2		19 Boundary Change: ?					
Cancel Outlet Move		Save Now		Cancel Changes		Exit	

➤ **Merge Two or more Outlets**

To merge two or more outlets, select 'Merge Two or More Outlets' from the 'Outlet Structure Changes Menu' and select 'Continue'. (Note: WinPLUS automatically assigns the new outlet a new FSCS ID#. The old outlets that merged are tracked in the historical database under their old and new FSCS ID#s.) Next, you will be prompted to 'Select two or more Outlets to be Merged' from a list of all outlets.

LIBID	LIBNAME	CITY	FSCSKEY
501-014	PLEASANT GROVE PUBLIC LIBRARY	PLEASANT GROVE	AL0103
999-058	UNION SPRINGS PUBLIC LIBRARY	UNION SPRINGS	AL0035
103-000	CROSS TRAILS REGIONAL LIBRARY	OPP	AL0036
103-001	ANDALUSIA PUBLIC LIBRARY	ANDALUSIA	AL0037
103-002	BRANTLEY PUBLIC LIBRARY	BRANTLEY	AL0038
999-034	ELBA PUBLIC LIBRARY	ELBA	AL0039
103-004	EMMA	VA	AL0040
999-041	ENTERPRISE	ENTERPRISE	AL0041
103-006	FLORA	FLORA	AL0042
103-007	HARTFORD	HARTFORD	AL0043
103-008	LUVERFORD	LUVERFORD	AL0044
103-009	OPP	OPP	AL0045
501-012	LEEDS JANE CULBRETH LIBRARY	LEEDS	AL0003
103-010	SAMSON PUBLIC LIBRARY	SAMSON	AL0046
103-011	SLOCOMB PUBLIC LIBRARY	SLOCOMB	AL0047
104-000	HORSESHOE BEND REGIONAL LIBRARY	DADEVILLE	AL0048
100-000	CARL ELLIOTT REGIONAL LIBRARY	JASPER	AL0001
AL0001-006	ARLEY PUBLIC LIBRARY	ARLEY	AL0001
100-002	CORDOVA PUBLIC LIBRARY	CORDOVA	AL0003

Select the outlet records to be merged by clicking on the gray box to the left of the names. *The entire row must be highlighted.* Please be sure that one of your selections is the outlet record that has no match in the current year. If you select 'Continue' to proceed with the merge, a message will ask 'Do you want to carryover one of the outlets?'



If you choose 'Yes', you will be prompted to 'Select Outlet to carry over'. (Note: Information from this outlet will be inserted in the newly merged outlet.)

After you select the outlet to carry over, a list of all administrative entities is displayed with the message 'Select a parent Administrative Entity for this Outlet.' Select the administrative entity for the new outlet by clicking on the gray box to the left of the names. *The entire row must be highlighted.*

The 'Merge Outlet' data entry screen will be displayed for the newly merged outlet. Please enter any missing data for the newly merged outlet, and then select 'Save Now' or 'Exit' to save the new outlet record, or select 'Cancel Merge' to cancel the structure change and return to the 'Outlet Structure Changes Menu'.

➤ **Delete Closed Outlet**

To delete a closed outlet, select 'Delete Closed Outlet' from the 'Outlet Structure Changes Menu' and select 'Continue'. Select 'Yes' to delete the closed outlet, or 'No' to return to the 'Outlet Structure Changes Menu'. If you choose 'Yes', the closed outlet record is deleted, tracked in the historical database under its original FSCS ID#, and can later be restored.)

WinPLUS 2.5 - Outlet Structure Changes   Alabama   FY-2003

Close Outlet

Outlets

01 LIB ID: 999-033      1A FSCS ID: AL0022   002

02 Name: ABBEVILLE MEMORIAL LIBRARY

03 Address: 301 KIRKLAND STREET

04 City: ABBEVILLE

05 ZIP: 36310    06 ZIP+4: 24      HENRY

09 Outlet Type Code: CE      11 Square Footage: -1

10 Metropolitan Status code: NO      12 Number of Bookmobiles: 0

334-585-2818

WinPLUS

Do you want to delete this Outlet?

Yes   No

---

Note: If an outlet closes temporarily, the user should:

1. Delete the closed outlet from the file using the 'Delete Closed Outlet' option from the 'Outlet Structure Change Menu'.
  2. When the outlet reopens, restore it using the 'Restore Previous Deletion' option from the 'Outlet Structure Change Menu'.
- 

**Note: If an outlet did not report any data this year but did not close or merge with another outlet, please retain it on the file and enter -1 for the data elements.**

➤ **Delete Incorrect Record**

To delete an incorrect outlet record, select 'Delete Incorrect Record' from the 'Outlet Structure Changes Menu'. Next, a 'Delete incorrect Outlet record' data entry screen is displayed with the message 'Do you want to delete this Outlet?'

WinPLUS 2.5 - Outlet Structure Changes Alabama FY-2003

Delete incorrect Outlet record

Outlets

01 LIB ID: 511-001 1A FSCS ID: AL0140 002

02 Name: ALICEVILLE PUBLIC LIBRARY

03 Address: 416 3RD AVENUE NE

04 City: ALICEVILLE

05 ZIP: 35442 06 ZIP+4: 22

09 Outlet Type Code: CE

10 Metropolitan Status code: NO

11 Square Footage: -1

12 Number of Bookmobiles: 0

PICKENS

205-373-6691

WinPLUS

Do you want to delete this Outlet?

Yes No

Select 'Yes' to confirm the deletion, or select 'No' to cancel the structure change.

**Note: If an outlet did not report any data this year but did not close or merge with another outlet, please retain it on the file and enter -1 for the data elements.**

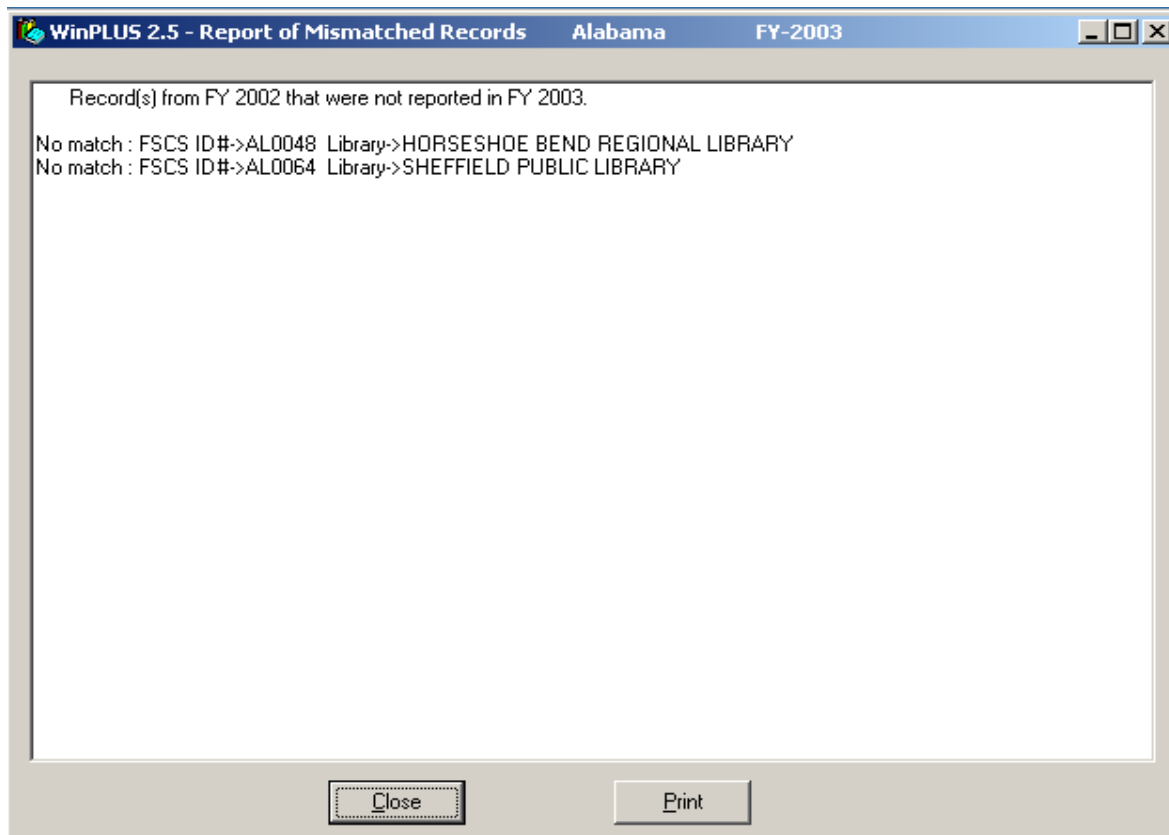
➤ **Retain Prior Year Record**

This option allows the user to keep the prior-year data for a record that is not matched on the current-year import file. Select 'Retain Prior Year Record' from the 'Outlet Structure Change Menu' and then choose 'Continue' to retain the prior-year record.



## 5.4 Report of Mismatched Records

After completion of data entry (by import or keyboard), the user should select 'Report of Mismatched Records' from the WinPLUS Main Menu to generate a report of prior-year administrative entity records (FY 2002 file) that do not match (on FSCS ID#) current-year records (FY 2003 file). These mismatches should have been resolved by either deletions, closings, merges, or changes from entities to outlets. The user should review this list for accuracy. A sample report is displayed below:



Choose 'Print' to print the report. Choose 'Close' to return to the WinPLUS Main Menu.



## 5.5 View/Update Administrative Entity or Outlet Records

This function is used to view existing administrative entity and outlet records, or to make changes to these records through keyboard data entry.

### 5.5.1 Keyboard and Function Keys for View/Update Records

**5.5.1.1 Keyboard Keys.** WinPLUS allows the use of the following keyboard keys during data entry to view/update records:

<Enter> or <Tab>	Accepts data that the user has just typed for the current data element and moves forward to the next data element.
<PgUp>	When applicable, accepts data that the user has just typed for the current dataelement and moves backward one page or screen to the previous screen.
<PgDn>	When applicable, accepts data that the user has just typed for the current data element and moves forward one page or screen.

**5.5.1.2 Function Keys.** The Function keys shown below are usually found to the far left or along the top of the keyboard. Marked F1, F2, etc, they are used to execute WinPLUS commands when the user is viewing or updating the administrative entities or outlets.

<F1> Help	Displays the definition for a data element while on the data field. Select <Esc> to exit the definition.
<F2> Sort By	Sorts by Name, LIB ID, FSCS ID, or City.
<F3> Outlets	Displays the outlet(s) affiliated with the administrative entity.
<F4> Structure Changes	Opens the Structure Changes menu.
<F5> Save Work	Saves the current record to the hard disk.
<F6> Outlet Retrieval List	Displays the OutletRetrieval List.
<F7> Edit Check	Runs edit checks on the current record.
<F8> Cancel Changes	Cancels unsaved changes to the current record.
<F9> Previous Record	Moves to the previous record.
<F11> Next Record	Moves to the next record.
<CTRL><P>	Prints the current record.
<CTRL><R>	Replicates the administrative.
<CTRL><T>	Re-totals the administrative entity total fields.
<CTRL><X>	Exits the current record and returns to the WinPLUS Main Menu.

### 5.5.1.3 Menus

You can move around in WinPLUS by clicking with your mouse, or by using the <TAB> or <ENTER> key. Use the menu choices (File, Edit, View, and Help) at the top of your screen to do specific activities in 'View/Update Administrative Entity or Outlet Records'.

## 5.5.2 View/Update Administrative Entity Records

To view administrative entity or outlet records, or to make changes to these records through keyboard data entry, select WinPLUS Main Menu option 'View/Update Administrative or Outlet Records'. Each administrative entity record consists of three data entry screens. The top of each screen displays the entity's LIB ID, library name, FSCS ID, and City, for easy identification. Page 1 displays data elements 1 through 25.

Use the 'Enter' and 'Tab' keys to move from field to field on the data entry screen. When data are entered in the last field of the first and second screens, the cursor moves to the next screen. The user can move from screen to screen of the current administrative entity using the 'Previous Page' and 'Next Page' keys at the bottom of the screen, or the 'Page Up' and 'Page Down' keys. Save changes by choosing the 'Save Work' or 'Exit' keys. To cancel the changes prior to saving, select 'Cancel Changes'.

**WinPLUS - View/Update Administrative Entity**    Alabama    FY-2003

File Edit View Help

01 LIB ID: 999-033    Admin. Entity: ABBEVILLE MEMORIAL LIBRARY    Page 1

1A FSCS ID: AL0022    City: ABBEVILLE

Identification

02 Name: ABBEVILLE MEMORIAL LIBRARY

Street Address    Mailing Address

03 Address: 301 KIRKLAND STREET    07 Address: 301 KIRKLAND STREET

04 City: ABBEVILLE    08 City: ABBEVILLE

05 ZIP: 36310    06 ZIP+4: 2419    09 ZIP: 36310    10    2419

11 County: HENRY

12 Phone: 334-585-2818    13 Web Address: http://

Population

14 Interlib. Rel.: NO    17 FSCS: Y    22 Population of the Legal Service Area: 2,987

15 Legal Basis: CI    18 Geo.: C11    23 Number of Centrals: 1

16 Admin. Struc.: SO    19 Boundary Change: Y    24 Number of Branches: 0

25 Number of Bookmobiles: 0

Save Work    Cancel Changes    Previous Page    Next Page    Navigate Records    View Outlets    Sort By...    Structure Changes    Exit

The user can move among different administrative entities by using the "Navigate Records" arrows at the bottom of the screen or the <F9> and <F11> function keys. Note that pressing <F9>, <F11>, or the "Navigate Records" arrows will also save the current record.

When the user selects 'Next Page', page 2 is opened, displaying data elements 26 through 45.

WinPLUS - View/Update Administrative Entity    Alabama    FY-2003


File   Edit   View   Help

01 LIB ID: 999-033    Admin. Entity: ABBEVILLE MEMORIAL LIBRARY    Page 2

1A FSCS ID: AL0022    City: ABBEVILLE

FTE Staff		Operating Expenditures	
26 ALA-MLS:	0.00	<u>Staff Expenditures</u>	
27 Total Librarians:	1.00	35 Salaries & Wages Exp.:	38,508
28 All Other Paid Staff:	2.00	36 Employee Benefits Exp.:	11,822
29 Total Paid Employees:	3.00	37 Total Staff Exp.:	50,330
		<u>Collection Expenditures</u>	
		38 Print Materials Exp.:	0
		39 Electronic Materials Exp.:	0
		40 Other Materials Exp.:	0
		41 Total Collection Exp.:	26,883
		42 Other Operating Exp.:	14,793
		43 Total Operating Exp.:	92,006
		<u>Capital</u>	
		44 Capital Revenue:	0
		45 Capital Exp.:	0

Operating Revenue	
30 Local Government:	70,260
31 State Government:	8,254
32 Federal Government:	1,933
33 Other Revenue:	11,042
34 Total Operating Revenue:	91,489

Save Work    Cancel Changes    Previous Page    Next Page        View Outlets    Sort By...    Structure Changes    Exit

Navigate Records

When 'Next Page' is selected again, page 3 is opened, displaying data elements 46 through 62.

WinPLUS - View/Update Administrative Entity Alabama FY-2003

File Edit View Help

01 LIB ID: 999-033 Admin. Entity: ABBEVILLE MEMORIAL LIBRARY Page 3

1A FSCS ID: AL0022 City: ABBEVILLE

Library Collection	Public Service Hours Per Year
46 Print Materials: 29,630	53 Public Service Hrs/Yr: 2,192
47 Electronic Books: 1,052	Services Per Typical Year
48 Audio: 914	54 Library Visits: 15,125
49 Video: 330	55 Reference Transactions: 325
50 Databases: 2	Circulation
Current Serial Subscriptions	56 Total Circulation: 3,489
51 Print Serial Sub: 21	Inter-Library Loans
52 Electronic Serial Sub: 6	57 Provided To: 43
	58 Received From: 18
	Children's
	59 Children's Circulation: 8,697
	60 Children's Program Attendance: -1
	Other Electronic Information
	61 Internet Terminals Used by General Public: 3
	62 Users of Electronic Resources per Year: 1,820

Save Work Cancel Changes Previous Page Next Page Navigate Records View Outlets Sort By... Structure Changes Exit

To access administrative entity records by LIB ID, FSCS ID, Name, or City, use the drop-down boxes attached to these data elements to select the desired entity. The FSCS ID drop-down box is displayed below:

WinPLUS - View/Update Administrative Entity    Alabama    FY-2003

File Edit View Help

01 LIB ID: 999-033    Admin. Entity: ABBEVILLE MEMORIAL LIBRARY    Page 1

1A FSCS ID: AL0022    City: ABBEVILLE

02 Name: AB... MORIAL LIBRARY

03 Address: 30... STREET    07 Address: 301 KIRKLAND STREET

04 City: AB...    08 City: ABBEVILLE

05 ZIP: 36310    06 ZIP+4: 2419    09 ZIP: 36310    10    2419

11 County: HENRY

12 Phone: 334-585-2818    13 Web Address: http:// M

14 Interlib. Rel.: NO    17 FSCS: Y

15 Legal Basis: CI    18 Geo.: CI1

16 Admin. Struc.: SO    19 Boundary Change: Y

22 Population of the Legal Service Area: 2,987

23 Number of Centrals: 1

24 Number of Branches: 0

25 Number of Bookmobiles: 0

Save Work    Cancel Changes    Previous Page    Next Page    Navigate Records    View Outlets    Sort By...    Structure Changes    Exit

Drop-down boxes are also included on page 1 for Interlibrary Relationship Code, Legal Basis Code, Administrative Structure Code, FSCS Public Library, Geographic Code, and Boundary Change. The drop-down box for Administrative Structure Code is displayed below.

**WinPLUS - View/Update Administrative Entity**    **Alabama**    **FY-2003**

File Edit View Help

01 LIB ID: 999-033    Admin. Entity: ABBEVILLE MEMORIAL LIBRARY    Page 1

1A FSCS ID: AL0022    City: ABBEVILLE

**Identification**

02 Name: ABBEVILLE MEMORIAL LIBRARY

03 Address: 301 KIRKLAND STREET    07 Address: 301 KIRKLAND STREET

04 City: ABBEVILLE    08 City: ABBEVILLE

05 ZIP: 36310    06 ZIP+4: 2419    09 ZIP: 36310    10    2419

11 County: HENRY

12 Phone: 334-585-2818    13 Web Address: http:// M

14 Interlib. Rel.: NO    17 FSCS: Y    22 Population of the Legal Service Area: 2,987

15 Legal Basis: CI    18 Geo.: CI1    23 Number of Centrals: 1

16 Admin. Struc.: SO    19 Boundary Change: Y    24 Number of Branches: 0

25 Number of Bookmobiles: 0

Save Work    Cancel Changes    Previous Page    Next Page    Navigate Records    View Outlets    Sort By...    Structure Changes    Exit

## Name or Address (of library) Change

When the user updates the Name or Address (of library) data element for the administrative entity under 'View/Update Administrative Entity or Outlet Records', the 'Name/Address Change Menu' window is automatically displayed. WinPLUS prompts the user for more information so that the name/address change can be tracked in the historical file, if appropriate.

The choices for a change in the name of a library are:

1. This Administrative Entity has officially changed its Name.
2. This is the preferred spelling of the Name.

The choices for a change in the street address are:

1. This Administrative Entity has moved to a new location.
2. This is the preferred Street Address.

If the user chooses the first option in either case, they are asked 'Has there been an organizational Structure Change?' If 'Yes' is selected, WinPLUS prompts the user to make the structure change via the 'Administrative Entity Structure Changes' option on the WinPLUS Main Menu (see Section 5.6). If 'No' is selected, WinPLUS simply tracks the change in the historical database and the address/name change is saved to the database.

### 5.5.3 View/Update Outlet Records

Outlets can also be accessed from the WinPLUS Main Menu option 'View/Update Administrative Entity or Outlet Records'. Outlets of the current administrative entity are displayed via the <F3> function key; by selecting 'View', then 'Outlets' from the menu bar at the top of the screen; or by selecting the 'View Outlets' button at the bottom of the administrative entity screen. The 'Outlet Retrieval List' (showing all outlets for your state) will appear and disappear when the user clicks on 'View' and then on 'Outlet Retrieval List' or uses the <F6> function key. The user can scroll down the list to choose an outlet. While the list is visible, select the outlet that you would like to view/update and then select 'Enter'. An outlet screen is shown below:

The screenshot shows the 'WinPLUS - View/Update Outlet' window for Alabama, FY-2003. The window has a menu bar (File, Edit, View, Help) and a toolbar at the bottom. The main area is divided into sections for administrative entity selection and outlet details.

**Administrative Entity Selection:**

- 01 LIB ID: 999-033 (dropdown)
- Admin. Entity: ABBEVILLE MEMORIAL LIBRARY (dropdown)
- 1A FSCS ID: AL0022 (dropdown)
- City: ABBEVILLE (dropdown)

**Outlets Section:**

- LIB ID: 999-033 (dropdown)
- Select Affiliated Outlet: ABBEVILLE MEMORIAL LIBRARY (dropdown)

**Outlet Details:**

- 01 LIB ID: 999-033 (text box)
- 1A FSCS ID: AL0022 (text box) | 002 (text box)
- 02 Name: ABBEVILLE MEMORIAL LIBRARY (text box)
- 03 Address: 301 KIRKLAND STREET (text box)
- 04 City: ABBEVILLE (text box)
- 07 County: HENRY (text box)
- 05 ZIP: 36310 (text box) | 06 ZIP+4: 2419 (text box)
- 08 Phone: 334-585-2818 (text box)
- 09 Outlet Type Code: CE (dropdown)
- 11 Square Footage of Outlet: .1 (text box)
- 10 Metropolitan Status Code: NO (dropdown)
- 12 Number of Bookmobiles: 0 (text box)

**Toolbar:**

- Save Work
- Cancel Changes
- Previous Page
- Next Page
- Navigate Records (with left and right arrow icons)
- Hide Outlet
- Sort Outlets
- Structure Changes
- Exit

On the outlet screen, the LIB ID and 'Select Affiliated Outlet' items have drop-down boxes that allow the user to move from one outlet to another outlet of the same administrative entity. The drop-down box for LIBID on the outlet screen is displayed below:

WinPLUS - View/Update Outlet Alabama FY-2003

File Edit View Help

01 LIB ID: 999-006 Admin. Entity: CHILTON-CLANTON PUBLIC LIBRARY

1A FSCS ID: AL0162 City: CLANTON

Outlets

LIB ID: 999-006 Select Affiliated Outlet: CHILTON-CLANTON PUBLIC LIBRARY

01 LIB 999-006

02 Na 999-006

03 Ad 999-006

04 Ci 999-006

05 ZIP: 35045 06 ZIP+4: 3499

07 County: CHILTON

08 Phone: 205-755-1768

09 Outlet Type Code: CE

10 Metropolitan Status Code: NO

11 Square Footage of Outlet: -1

12 Number of Bookmobiles: 0

Save Work Cancel Changes Previous Page Next Page Navigate Records Hide Outlet Sort Outlets Structure Changes Exit

### Name or Address (of library) Change

When the user updates the Name or Address (of library) data element for the outlet under 'View/Update Administrative Entity or Outlet Records', the 'Name/Address Change Menu' is automatically displayed. WinPLUS prompts the user for more information so that the name/address change can be tracked in the historical file, if appropriate.

The choices for a change in the name of a library are:

1. This Outlet had officially changed its Name.
2. This is the preferred spelling of the Name.

The choices for a change in the street address are:

1. This Outlet has moved to a new location.
2. This is the preferred Street Address.

If the user chooses the first option in either case, they are asked 'Has there been an organizational Structure Change?' If 'Yes' is selected, WinPLUS prompts the user to make the structure change via the 'Outlet Structure Changes' option on the WinPLUS Main Menu (see Section 5.7). If 'No' is selected, WinPLUS simply tracks the change in the historical database and the address/name change is saved to the database.

### 5.5.4 Edit Checking During View/Update Records

During View/Update, interactive edit checks are limited to invalid entries (e.g., invalid codes in fields such as Interlibrary Relationship, Legal Basis, and Administrative Structure; and alphabetic entries in numeric fields).

Invalid entries are not permitted under any circumstances. WinPLUS software uses a -2 to indicate a data element that has been left blank. The user **must** make a valid entry (i.e., -1, 0, -3, a positive number, or alphanumeric data, as appropriate). Estimates can be used if exact data are not available. The following responses are acceptable to WinPLUS:

-1	"-1" means "We don't know the answer, don't collect this data, or can't get the data right now."
0	Zero means "we have none of this item" (e.g., the library does not maintain a video collection).
-3	<p>"-3" means "Not Applicable" and is used for these items only:</p> <ul style="list-style-type: none"> <li>• Phone (use only if library has no phone)</li> <li>• Web Address (use only if library has no Web Address)</li> <li>• Square Footage of Outlet (use only for Bookmobiles and Books-by-Mail Only outlets)</li> </ul>
Any positive number for numeric data elements	Enter the appropriate numeric data for the data element.
Alphabetic and/or numeric data for alphanumeric data elements	Enter the appropriate alphabetic and/or numeric data. Some items require the selection of codes for data (e.g., Interlibrary Relationship Code = HQ, ME, or NO). See appendices E and F.



## 5.6 Administrative Entity Structure Changes

This option allows the user to add new libraries and delete closed libraries, as well as to track administrative entity mergers and libraries that change from administrative entities to outlets. These structure changes and official name and address changes are tracked automatically in a historical file as the user enters the data, so there is little additional burden to the WinPLUS user.

### 5.6.1 Edit Checking During Administrative Entity Structure Changes

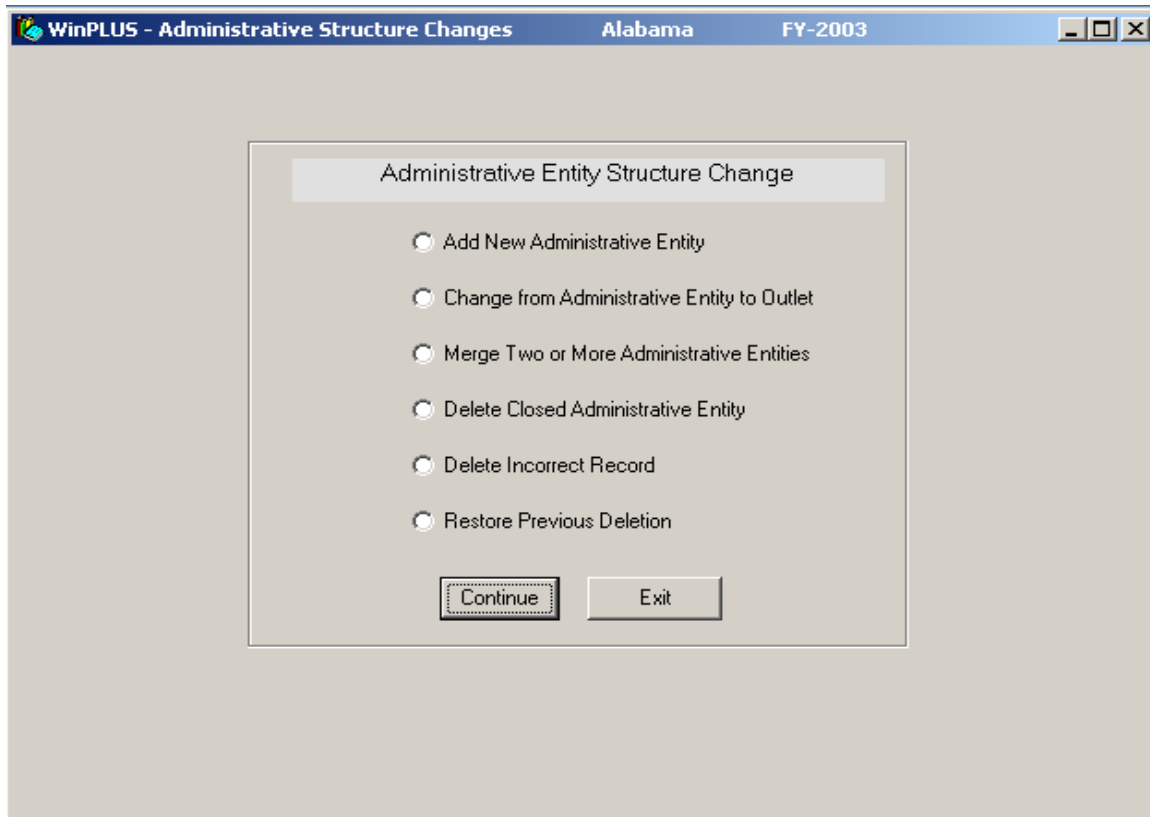
During 'Administrative Entity Structure Changes', interactive edit checks are limited to invalid entries (e.g., invalid codes in fields such as Interlibrary Relationship, Legal Basis, and Administrative Structure; and alphabetic entries in numeric fields).

Invalid entries are not permitted under any circumstances. WinPLUS software uses a -2 to indicate a data element that has been left blank. The user **must** make a valid entry (i.e., -1, 0, -3, a positive number, or alphanumeric data, as appropriate). Estimates can be used if exact data are not available. The following responses are acceptable to WinPLUS:

-1	"-1" means "We don't know the answer, don't collect this data, or can't get the data right now."
0	Zero means "we have none of this item" (e.g., the library does not maintain a video collection).
-3	"-3" means "Not Applicable" <u>and is used for these items only:</u> <ul style="list-style-type: none"> <li>• Phone (use only if library has no phone)</li> <li>• Web Address (use only if library has no Web Address)</li> </ul>
Any positive number for numeric data elements	Enter the appropriate numeric data for the data element.
Alphabetic and/or numeric data for alphanumeric data elements	Enter the appropriate alphabetic and/or numeric data. Some items require the selection of codes for data (e.g., Interlibrary Relationship Code = HQ, ME, or NO). See appendix E.

**Administrative Entity Structure Changes Menu**

To access the 'Administrative Entity Structure Changes' menu, select 'Administrative Entity Structure Changes' from the WinPLUS Main Menu. This menu gives the user a list of options (shown below) for making structure changes to administrative entity records.



### 5.6.2 Add New Administrative Entity

To add a completely new administrative entity record, select 'Add New Administrative Entity' from the 'Administrative Entity Structure Changes' menu. When you select 'Continue', the Add New Administrative Entity data entry screen is displayed with the cursor positioned at the LIB ID data element. Enter the LIB ID#. WinPLUS automatically generates the FSCS ID#.

WinPLUS 2.5 - Administrative Structure Changes   Alabama   FY-2003

Add new Administrative Entity

1A FSCS: AL8009

Identification

01 LIBID: AL8009      02 Name: -2

Street Address      Mailing Address

03 Address: -2      07 Address: -2

04 City: -2      08 City: -2

05 ZIP: -2      06 ZIP+4: -1      09 ZIP: -2      10 ZIP+4: -1

11 County: -2

12 Phone: - -2      13 Web Address: http:// -2

14 Interlib. Rel.: -2      17 FSCS PL: ?

15 Legal Basis: -2      18 Geo.: -2

16 Admin. -2      19 Boundary Change: ?

Cancel Add      Save Now      Cancel Changes      Exit

If the user does not enter a LIB ID#, WinPLUS automatically creates one based on the FSCS ID#. The number assigned is the next highest FSCS ID# from the one previously assigned. Next, the cursor is automatically positioned on the Name data element. After the user enters the library name, pressing the 'Tab' or 'Enter' key automatically positions the cursor at the next data element in sequence, etc.

Select 'Save Now' or 'Exit' to save the new administrative entity record. Select 'Cancel Add' to stop the add process, without saving your current entries, and return to the 'Administrative Entity Structure Changes' menu at any time during this process.

### 5.6.3 Change From Administrative Entity to Outlet

To change an administrative entity record to an outlet record, select 'Change from Administrative Entity to Outlet' from the 'Administrative Entity Structure Changes' menu. The administrative entity that changed to an outlet is tracked in the historical database under the old FSCS ID# and the new outlet's FSCS ID#.

WinPLUS - Structure Change      Alabama      FY-2003

Select Administrative Entity(ies)				
LIBID	LIBNAME	CITY	FSCSKEY	
999-033	ABBEVILLE MEMORIAL LIBRARY	ABBEVILLE	AL0022	
501-001	ADAMSVILLE LIBRARY	ABBEVILLE	AL0090	
104-001	ADELIA MCCONNELL RUSSELL LIBRARY	ALEXANDER CITY	AL0049	
999-001	AKRON PUBLIC LIBRARY	AKRON	AL0157	
510-001	ALBERT L. SCOTT LIBRARY	ALABASTER	AL0129	
509-004	ALBERTVILLE PUBLIC LIBRARY	ALBERTVILLE	AL0127	
511-001	ALICEVILLE PUBLIC LIBRARY	ALICEVILLE	AL0140	
103-001	ANDALUSIA PUBLIC LIBRARY	ANDALUSIA	AL0037	
101-001	ANNIE L. AWBREY PUBLIC LIBRARY	ROANOKE	AL0011	
514-001	ANNISTON-CALHOUN COUNTY PUBLIC LIB.	ANNISTON	AL0154	
509-001	ARAB PUBLIC LIBRARY	ARAB	AL0124	
100-001	ARLEY PUBLIC LIBRARY	ARLEY	AL0002	
101-002	ASHLAND CITY PUBLIC LIBRARY	ASHLAND	AL0012	
512-001	ASHVILLE PUBLIC LIBRARY	ASHVILLE	AL0145	
107-001	ATHENS-LIMESTONE PUBLIC LIBRARY	ATHENS	AL0076	
505-001	ATMORE PUBLIC	ATMORE	AL0114	
999-082	ATTALLA-ETOWAH CO. PUBLIC LIBRARY	ATTALLA	AL0118	
104-004	AUBURN PUBLIC LIBRARY	AUBURN	AL0052	
999-043	AUTAUGA-PRATTVILLE PUBLIC LIBRARY	PRATTVILLE	AL0192	
999-028	B. B. COMER MEMORIAL LIBRARY	SYLACAUGA	AL0013	
500-000	BALDWIN COUNTY LIBRARY COOPERATIVE	ROBERTSDALE	AL0080	

Change to Outlet      Cancel

When you select 'Continue', a list of all administrative entities is displayed. Select the administrative entity that is changing to an outlet by clicking on the gray box to the left of the name. *The entire row must be highlighted.* Select 'Change to Outlet' to continue.

WinPLUS 2.5 - Administrative Structure Changes   Alabama   FY-2003

Change Administrative Entity to an Outlet

Identification

01 LIBID: 501-001      02 Name: ADAMSVILLE LIBRARY

Street Address      Mailing Address

03 Address: 4826 MAIN STREET      07 Address: PO BOX 309

04 City: ABBEVILLE      08 City: ADAMSVILLE

05 ZIP: 36310      06 ZIP:      10 ZIP+4: 0241

11 County: JEFFERSON      13 V

12 Phone: 205-221-2568

14 Interlib. Rel.: ME      17 FSCS PL: Y

15 Legal Basis: CI      18 Geo.: CI1

16 Admin. SO      19 Boundary Change:

WinPLUS

Change this Administrative Entity to an Outlet?

Yes      No

You will receive the message 'Change this Administrative Entity to an Outlet?' If you select 'No', the structure change is canceled.

If you select 'Yes' and outlets exist for the administrative entity selected to change to an outlet, you are prompted with the message 'Outlets exist. You must first delete all outlets associated with this Entity'. The structure change is canceled. You must reconcile the outlets before the administrative entity can be changed to an outlet. This is because outlets must be attached to an administrative entity. To reconcile the outlets, return to the WinPLUS Main Menu and then select option 'Outlet Structure Changes' and follow instructions in section 5.7—Outlet Structure Changes. After all outlets have been reconciled, return to WinPLUS Main Menu option 'Administrative Entity Structure Changes'. Follow the instructions for 'Change from Administrative Entity to Outlet'.

WinPLUS 2.5 - Administrative Structure Changes   Alabama   FY-2003

Change Administrative Entity to an Outlet

Identification

01 LIBID: 501-001      02 Name: ADAMSVILLE LIBRARY

Street Address      Mailing Address

03 Address: 4826 MAIN STREET      07 Address: PO BOX 309

04 City: ABBEVILLE      08 City: ADAMSVILLE

05 ZIP: 36310      P+4: 0241

11 County: JEFFERS

12 Phone: 205-221-2...

Outlets exist. You must first delete all outlets associated with this Entity.

OK

14 Interlib. Rel.: ME      17 FSCS PL: Y

15 Legal Basis: CI      18 Geo.: C1

16 Admin. SO      19 Boundary Change:

If you select 'Yes' and all outlets are reconciled, you will be asked, 'Select an Administrative Entity to be the parent record for this Administrative Entity that you are changing to an Outlet'. Select the administrative entity that will become the parent record by clicking on the gray box to the left of the names. *The entire row must be highlighted.* Select 'Continue' to complete the structure change.

You must enter data for the new outlet for data elements #9-Outlet Type Code, #10-Metropolitan Status Code, #11-Square Footage (if the outlet type code is CE or BR) and #12-Number of Bookmobiles. Use WinPLUS Main Menu option 'View/Update Administrative Entity and Outlet Records' for data entry.

### 5.6.4 Merge Two Or More Administrative Entities

To merge administrative entity records, select 'Merge Two or More Administrative Entities' from the 'Administrative Entity Structure Changes' menu, and select 'OK' to continue. (Note: WinPLUS automatically assigns the new administrative entity a new FSCS ID#. The number assigned is the next highest FSCS ID# from the one previously assigned. All branches, bookmobiles and centrals are carried over to the new administrative entity record. The old administrative entities that merged are tracked in the historical database under their old and new FSCS ID #s.)

WinPLUS - Administrative Structure Changes      Alabama      FY-2003

Merge Administrative Entities

Select Administrative Entity(ies)

	LIBID	LIBNAME	CITY	FSCSKEY
<input type="checkbox"/>	100-000	CARL ELLIOTT REGIONAL LIBRARY	JASPER	AL0001
<input type="checkbox"/>	100-002	CORDOVA PUBLIC LIBRARY	CORDOVA	AL0003
<input type="checkbox"/>	100-003	DORA PUBLIC LIBRARY	DORA	AL0004
<input type="checkbox"/>	100-004	DOUBLE SPRINGS PUBLIC LIBRARY	DOUBLE SPRINGS	AL0005
<input type="checkbox"/>	100-005	HALEYVILLE PUBLIC LIBRARY	HALEYVILLE	AL0006
<input type="checkbox"/>	100-006	JASPER PUBLIC LIBRARY	JASPER	AL0007
<input type="checkbox"/>	100-008			AL0009
<input type="checkbox"/>	101-000			AL0010
<input type="checkbox"/>	101-001			AL0011
<input type="checkbox"/>	101-002			AL0012
<input type="checkbox"/>	999-028			AL0013
<input type="checkbox"/>	101-004			AL0014
<input type="checkbox"/>	101-005	EARLE A. RAINWATER MEMORIAL LIBRARY	CHILDERSBURG	AL0015
<input type="checkbox"/>	101-006	LINCOLN PUBLIC LIBRARY	LINCOLN	AL0016
<input type="checkbox"/>	101-007	LINEVILLE PUBLIC LIBRARY	LINEVILLE	AL0017
<input type="checkbox"/>	101-008	LUCILE L. MORGAN PUBLIC LIBRARY	HEFLIN	AL0018
<input type="checkbox"/>	101-009	OXFORD PUBLIC LIBRARY	OXFORD	AL0019
<input type="checkbox"/>	999-070	TALLADEGA PUBLIC LIBRARY	TALLADEGA	AL0020
<input type="checkbox"/>	999-033	ABBEVILLE MEMORIAL LIBRARY	ABBEVILLE	AL0022

WinPLUS

Select two or more Administrative Entities to be Merged.

OK Cancel

Continue Cancel

Next, select the administrative entities to be merged by clicking on the gray box to the left of the names. *The entire row must be highlighted.* You will then receive the message 'Do you want to carry over one of the Administrative Entities?'

If you select 'Yes', you are prompted to 'Select Administrative Entity to carry over'. Select the administrative entity to carry over by clicking on the gray box to the left of the name. *The entire row must be highlighted.*

WinPLUS - Administrative Structure Changes      Alabama      FY-2003

Merge Administrative Entities

Select Administrative Entity(ies)

LIBID	LIBNAME	CITY	FSCSKEY
100-000	CARL ELLIOTT REGIONAL LIBRARY	JASPER	AL0001
▶ 100-002	CORDOVA PUBLIC LIBRARY	CORDOVA	AL0003

Do you want to carry over one of the Administrative Entities?

Yes      No

The name and address information for the entity you selected will carry over to the new entity. If you select 'No', these items are left blank.

WinPLUS 2.5 - Administrative Structure Changes				Alabama		FY-2003	
Merge Administrative Entities							
1A FSCS: AL8009							
Identification							
01 LIBID: AL8009		02 Name: -2					
03 Address: -2		Street Address		07 Address: -2		Mailing Address	
04 City: -2				08 City: -2			
05 ZIP: -2		06 ZIP+4: -1		09 ZIP: -2		10 ZIP+4: -1	
11 County: -2							
12 Phone: - -2		13 Web Address: http:// -2					
14 Interlib. Rel.: -2		17 FSCS PL: ?					
15 Legal Basis: -2		18 Geo.: -2					
16 Admin. -2		19 Boundary Change: ?					
Cancel Merge		Save Now		Cancel Changes		Exit	

Next, the 'Merge Administrative Entities' screen is displayed. Enter the data for the newly merged administrative entity record. The outlets from the old administrative entities are now attached to the newly merged administrative entity record. Select 'Save Now' or 'Exit' to save the data, or select 'Cancel Merge' to cancel the structure change and return to the 'Administrative Entity Structure Changes' menu.

### 5.6.5 Delete Closed Administrative Entity (Library did not merge or change)

To delete an administrative entity that has closed, choose 'Delete Closed Administrative Entity' from the 'Administrative Entity Structure Changes' menu and select 'Continue'. (Note: The closed administrative entity record is deleted from the administrative entity file, but is automatically tracked in the historical database under its original FSCS ID# and can later be restored. See section 5.6.7—Restore Previous Deletion).

The next screen will display a list of all administrative entities. Choose the administrative entity that you want to delete by clicking on the gray box to the left of the name. *The entire row must be highlighted.* When you choose 'Close', you will be asked 'Do you want to delete this Administrative Entity and all of its Outlets?'

WinPLUS 2.5 - Administrative Structure Changes   Alabama   FY-2003

Close Administrative Entity

1A FSCS: AL0157

Identification

01 LIBID: 999-001   02 Name: AKRON PUBLIC LIBRARY

Street Address   Mailing Address

03 Address: FIRST AVENUE SOUTH   07 Address: PO BOX 8

04 City: AKRON   08 City: AKRON

05 ZIP: 35441   ZIP+4: 0008

11 County: HALE

12 Phone: 205-372-31

Do you want to delete this Administrative Entity and all of its Outlets?

Yes   No

14 Interlib. Rel.: NO   17 FSCS PL: Y

15 Legal Basis: CI   18 Geo.: CI1

16 Admin. SO   19 Boundary Change: Y

Choose 'No' to cancel, or 'Yes' to delete the closed administrative entity.

### 5.6.6 Delete Incorrect Record

To delete an incorrect administrative entity, choose 'Delete Incorrect Record' from the 'Administrative Entity Structure Changes' and choose 'Continue'. (Note: The deleted administrative entity is tracked in the historical database under its original FSCS ID# and can later be restored. See section 5.6.7—Restore Previous Deletion).

The next screen will display a list of all administrative entities. Choose the administrative entity that you want to delete by clicking on the gray box to the left of the name. *The entire row must be highlighted.* Click on 'Delete'. You will be asked, 'Do you want to delete this Administrative Entity and all of its Outlets?'

WinPLUS 2.5 - Administrative Structure Changes   Alabama   FY-2003

Delete incorrect Administrative Entity record

1A FSCS: AL0037

Identification

01 LIBID: 103-001      02 Name: ANDALUSIA PUBLIC LIBRARY

Street Address      Mailing Address

03 Address: 212 SOUTH THREE NOTCH STREET      07 Address: 212 SOUTH THREE NOTCH STREET

04 City: ANDALUSIA      08 City: ANDALUSIA

05 ZIP: 36420      ZIP+4: 3710

11 County: COVINGTO

12 Phone: 334-222-66

Do you want to delete this Administrative Entity and all of its Outlets?

Yes      No

14 Interlib. Rel.: ME      17 FSCS PL: Y

15 Legal Basis: CI      18 Geo.: CI1

16 Admin. SO      19 Boundary Change: Y

Choose 'Yes' to delete, 'No' to cancel. If you choose 'Yes', you will receive the message 'Delete completed'.

### 5.6.7 Restore Previous Deletion

To restore an administrative entity record, choose 'Restore Previous Deletion' from the 'Administrative Entity Structure Changes' menu. (Note: The deleted record is restored from the historical database and becomes a current record under its original FSCS ID#.)

WinPLUS 2.5 - Administrative Structure Changes    Alabama    FY-2003

Restore Administrative Entity record

Select an Administrative to Restore

FSCS	LIBID	LIBNAME	CITY
AL0212	999-064	ALABAMA LIBRARY EXCHANGE	HUNTSVILLE
AL8000	FSCS 136	ALABAMA PUBLIC LIBRARY SE	MONTGOMERY
AL0214	517-000	BARBOUR COUNTY LIBRARY C	EUFAULA
AL0153	514-000	CALHOUN CO. PUBLIC LIBRARY	ANNISTON
▶ AL0185	100-009	CARBON HILL CITY LIBRARY	CARBON HILL
AL0230	100-009	CARBON HILL CITY LIBRARY	CARBON HILL
AL0183	999-027	CLARKE COUNTY LIBRARY DE	GROVE HILL
AL0220	515-000	DALE COUNTY COOPERATIVE	OZARK
AL0224	FSCS 215	GARDEN CITY PUBLIC LIBRARY	GARDEN CITY
AL0213	FSCS 150	HENRY COUNTY LIBRARY AUT	COLUMBIA
AL0137	-1	JEFFERSON CO LIBRARY COOF	BIRMINGHAM
AL0108	501-000	JEFFERSON CO LIBRARY COOF	BIRMINGHAM
AL0089	501-000	JEFFERSON CO LIBRARY COOF	BIRMINGHAM
AL0221	516-000	LAUDERDALE COUNTY REGION	FLORENCE
AL8001	AL8001 - 1	LIBRARY MANAGEMENT NETW	DECATUR
AL0008	100-007	LYNN PUBLIC LIBRARY	LYNN
AL0138	510-010	MILDRED B HARRISON REGION	COLUMBIANA
AL8002	AL8002 - 1	MOUNT VERNON PUBLIC LIBRA	MT VERNON
AL0050	100-000	MUSCLE SHOALS REGIONAL	FLORENCE

Restore    Cancel

Choose the administrative entity to restore from the list of administrative entities by clicking on the gray box to the left of the name. *The entire row must be highlighted.* Choose 'Restore'.

WinPLUS 2.5 - Administrative Structure Changes				Alabama		FY-2003	
Restore Administrative Entity record							
1A FSCS: AL0185							
Identification							
01 LIBID: 100-009		02 Name: CARBON HILL CITY LIBRARY					
Street Address				Mailing Address			
03 Address: 414 NW 5TH AVENUE		07 Address: -2					
04 City: CARBON HILL		08 City: -2					
05 ZIP: 35549		06 ZIP+4: 0116		09 ZIP: -2		10 ZIP+4: -1	
11 County: WALKER							
12 Phone: 205-924-4254		13 Web Address: http:// -2					
14 Interlib. Rel.: NO		17 FSCS PL: N					
15 Legal Basis: CI		18 Geo.: -1					
16 Admin. SO		19 Boundary Change: N					
Cancel Restore		Save Now		Cancel Changes		Exit	

The historical database only restores data for data elements 1 through 12 and 14 through 19. Enter the data for the remaining items later from the WinPLUS Main Menu option 'View/Update Administrative Entity or Outlet Records'. Select 'Save Now' or 'Exit' to save the changes or 'Cancel Restore' to cancel the procedure.



## 5.7 Outlet Structure Changes

This option allows the user to add a new outlet, delete a closed outlet, merge two or more outlets, move an outlet to a different administrative entity, and move an outlet to its own (newly created) administrative entity. The structure changes are tracked automatically in a historical file as the user enters data, so there is little additional burden to the WinPLUS user.

### 5.7.1 Edit Checking During Outlet Structure Changes

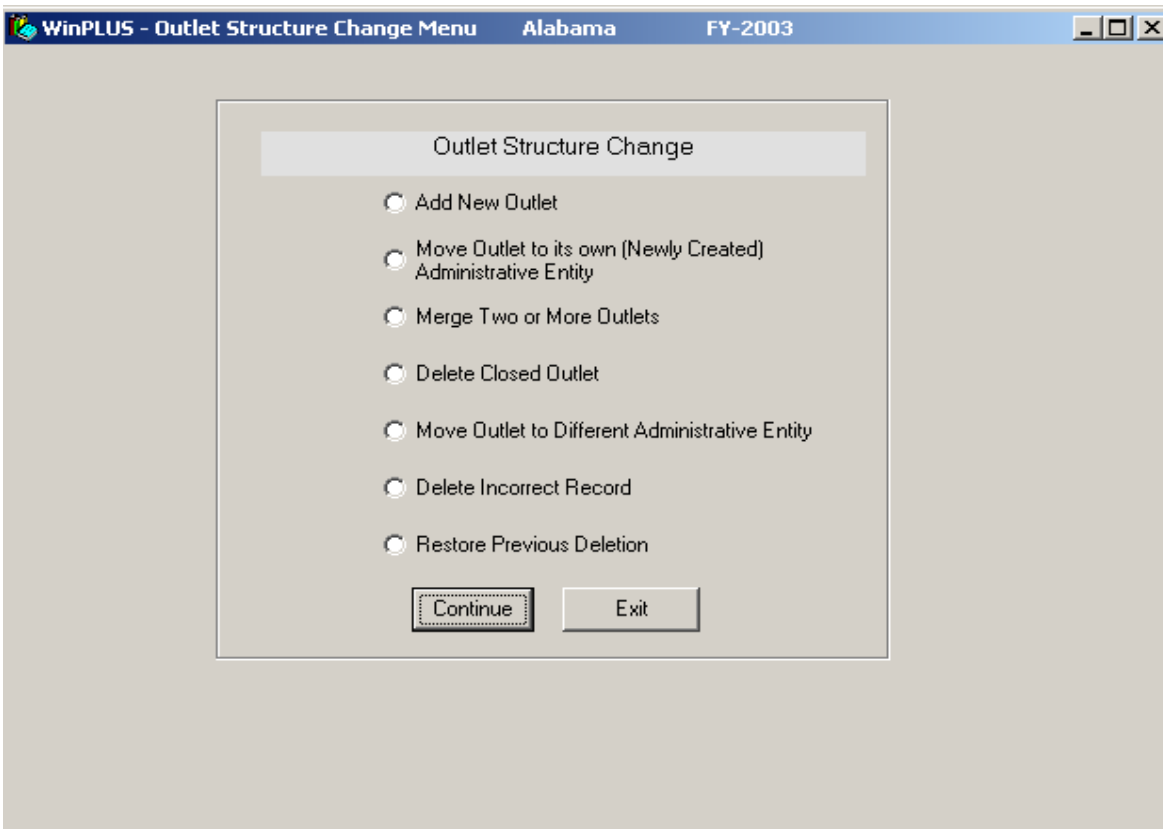
During 'Outlet Structure Changes', interactive edit checks are limited to invalid entries (e.g., invalid codes in fields such as Outlet Type Code and Metropolitan Status Code, and alphabetic entries in numeric fields).

Invalid entries are not permitted under any circumstances. WinPLUS software uses a -2 to indicate a data element that has been left blank. The user **must** make a valid entry (i.e., -1, 0, -3, a positive number, or alphanumeric data, as appropriate). Estimates can be used if exact data are not available. The following responses are acceptable to WinPLUS:

-1	"-1" means "We don't know the answer, don't collect this data, or can't get the data right now."
0	Zero means "we have none of this item" (e.g., the library does not maintain a video collection).
-3	"-3" means "Not Applicable" <u>and is used for these items only:</u> <ul style="list-style-type: none"> <li>• Phone (use only if library has no phone)</li> <li>• Square Footage of Outlet (use only for Bookmobiles and Books-by-Mail Only outlets)</li> </ul>
Any positive number for numeric data elements	Enter the appropriate numeric data for the data element.
Alphabetic and/or numeric data for alphanumeric data elements	Enter the appropriate alphabetic and/or numeric data. Some items require the selection of codes for data (e.g., Outlet Type Code = CE, BR, BS, or BM). See appendix F.

**Outlet Structure Change Menu**

To access the 'Outlet Structure Change Menu', select 'Outlet Structure Changes' from the WinPLUS Main Menu. This menu gives the options for structure changes to outlet records.



### 5.7.2 Add New Outlet

To add a completely new outlet record, select 'Add new outlet' from the 'Outlet Structure Changes Menu'. A window prompts the user to 'Select a parent Administrative Entity for this Outlet'.

WinPLUS - Outlet Structure Changes      Alabama      FY-2003

Add new Outlet

Select an Administrative Entity that you will be adding this Outlet to

LIBID	LIBNAME	CITY	FSCSKEY
100-002	CORDOVA PUBLIC LIBRARY	CORDOVA	AL0003
100-003	DORA PUBLIC LIBRARY	DORA	AL0004
100-004	DOUBLE SPRINGS PUBLIC LIBRARY	DOUBLE SPRINGS	AL0005
100-000	CARL ELLIOTT REGIONAL LIBRARY	JASPER	AL0001
AL8009	ADAMSVILLE PUBLIC LIBRARY	ADAMSVILLE	AL8009
100-005	HALEYVILLE PUBLIC LIBRARY	HALEYVILLE	AL0006
100-006	Ja		AL0007
100-008	S		AL0009
101-000	C		AL0010
101-001	A		AL0011
101-002	A		AL0012
999-028	B		AL0013
101-004	CHEROKEE COUNTY PUBLIC LIBRARY	CENTRE	AL0014
101-005	EARLE A. RAINWATER MEMORIAL LIBRARY	CHILDERSBURG	AL0015
101-006	LINCOLN PUBLIC LIBRARY	LINCOLN	AL0016
101-007	LINEVILLE PUBLIC LIBRARY	LINEVILLE	AL0017
101-008	LUCILE L. MORGAN PUBLIC LIBRARY	HEFLIN	AL0018
101-009	OXFORD PUBLIC LIBRARY	OXFORD	AL0019
999-070	TALLADEGA PUBLIC LIBRARY	TALLADEGA	AL0020

WinPLUS

Select a parent Administrative Entity for this Outlet.

OK

Continue      Cancel

Select the administrative entity that will be the parent to the outlet by clicking on the gray box to the left of the names. *The entire row must be highlighted.* Select 'Continue' to proceed. Next, the 'Add New Outlet' data entry screen window is displayed with the pop-up message 'Do you want to replicate the Parent Administrative Entity?'

WinPLUS 2.5 - Outlet Structure Changes		Alabama	FY-2003
Add new Outlet			
Outlets			
01 LIB ID:	AL0002-003	1A FSCS ID:	AL0002 003
02 Name:	ARLEY PUBLIC LIBRARY		
03 Address:	P.O. BOX 146		
04 City:	ARLEY	07 County:	WINSTON
05 ZIP:	35541	06 ZIP+4:	0146
		08 Phone:	205-387-0129
09 Outlet Type Code:	-2	11 Square Footage:	-2
10 Metropolitan Status code:	-2	12 Number of Bookmobiles:	-2
Cancel Add		Save Now	Cancel Changes
			Exit

Select 'Yes' to fill in the outlet's name, address, zip code, county, and telephone number with the data in the administrative entity record. (Note: The cursor is positioned at the LIB ID# data element. If the user does not enter a LIB ID#, WinPLUS automatically generates one based on the FSCS ID# of the parent administrative entity, with the addition of a 3-digit suffix that uniquely identifies the outlet. WinPLUS automatically generates the FSCS ID#.)

Use 'Tab' or 'Enter' to move to other data elements. Enter data for elements 09 through 12 now, or later from WinPLUS Main Menu option 'View/Update Administrative Entity or Outlet Records'. Select 'Save Now' or 'Exit' to save the changes, or 'Cancel Add' to cancel the procedure.

### 5.7.3 Move Outlet to its Own (Newly Created) Administrative Entity

To move an outlet to its own (newly created) administrative entity, select 'Move Outlet to its Own (Newly Created) Administrative Entity' from the 'Outlet Structure Changes Menu' and 'Continue'. (Note: The new administrative entity is assigned a new FSCS ID#. The number assigned is the next highest FSCS ID# from the one previously assigned. The old outlet is automatically tracked in the historical database under its old FSCS ID# and the new administrative entity's FSCS ID#.)

Select Outlet(s)			
LIBID	LIBNAME	CITY	FSCSKEY
999-033	ABBEVILLE MEMORIAL LIBRARY	ABBEVILLE	AL0022
501-001	ADAMSVILLE PUBLIC LIBRARY	ADAMSVILLE	AL0090
104-001	ADELIA MCCONNELL RUSSELL LIBRARY	ALEXANDER CITY	AL0049
999-001	AKRON PUBLIC LIBRARY	AKRON	AL0157
506-000	ALABAMA CITY PUBLIC LIBRARY	GADSDEN	AL0117
510-001	ALBERT L. SCOTT LIBRARY	ALABASTER	AL0129
509-004	ALBERTVILLE PUBLIC LIBRARY	ALBERTVILLE	AL0127
511-001	ALICEVILLE PUBLIC LIBRARY	ALICEVILLE	AL0140
103-001	ANDALUSIA PUBLIC LIBRARY	ANDALUSIA	AL0037
101-001	ANNIE L. AWBREY PUBLIC LIBRARY	ROANOKE	AL0011
AL0154-006	ANNISTON-CALHOUN COUNTY BOOKMOBIL	ANNISTON	AL0154
514-001	ANNISTON-CALHOUN COUNTY PUBLIC LIB.	ANNISTON	AL0154
509-001	ARAB PUBLIC LIBRARY	ARAB	AL0124
100-001	ARLEY PUBLIC LIBRARY	ARLEY	AL0002
999-002	ASHFORD BRANCH LIBRARY	ASHFORD	AL0158
101-002	ASHLAND CITY PUBLIC LIBRARY	ASHLAND	AL0012
512-001	ASHVILLE PUBLIC LIBRARY	ASHVILLE	AL0145
107-001	ATHENS-LIMESTONE PUBLIC LIBRARY	ATHENS	AL0076
505-001	ATMORE PUBLIC LIBRARY	ATMORE	AL0114
999-082	ATTALLA-ETOWAH CO. PUBLIC LIBRARY	ATTALLA	AL0118
104-004	AUBURN PUBLIC LIBRARY	AUBURN	AL0052

Move to New Entity Cancel

A window listing all outlets is displayed. Select the outlet that will be changed to an administrative entity by clicking on the gray box to the left of the names. *The entire row must be highlighted.* Select 'Move to New Entity' to continue with the structure change. The following message will be displayed: 'Move This Outlet to a New Administrative Entity?' Select 'Yes' to continue.

If you select 'Yes', the 'Move Outlet to a Newly Created Administrative Entity' data entry screen is displayed. Please enter data for the newly created administrative entity. Select 'Save Now' or 'Exit' to save the new administrative entity record, or select 'Cancel Outlet Move' to cancel the structure change.

WinPLUS - Outlet Structure Changes				Alabama		FY-2003	
Move Outlet to Newly Created Administrative Entity							
1A FSCS: AL8011							
Identification							
01 LIBID:	AL8011	02 Name:	ALABAMA CITY PUBLIC LIBRARY				
		Street Address			Mailing Address		
03 Address:	2700 WEST MEIGHAN			07 Address:	-2		
04 City:	GADSDEN			08 City:	-2		
05 ZIP:	35902	06 ZIP+4:	1716	09 ZIP:	-2	10 ZIP+4:	-1
11 County:	ETOWAH						
12 Phone:	256-549-4688	13 Web Address:	http:// -2				
14 Interlib. Rel.:		-2	17 FSCS PL:		?		
15 Legal Basis:		-2	18 Geo.:		-2		
16 Admin.:		-2	19 Boundary Change:		?		
Cancel Outlet Move		Save Now		Cancel Changes		Exit	

### 5.7.4 Merge Two or More Outlets

To merge two or more outlets, select 'Merge Two or More Outlets' from the 'Outlet Structure Changes Menu' and select 'Continue'. (Note: WinPLUS automatically assigns the new outlet a new FSCS ID#. The old outlets that merged are tracked in the historical database under their old and new FSCS ID#s.) Next, you will be prompted to 'Select two or more Outlets to be Merged' from a list of all outlets.

WinPLUS - Outlet Structure Changes      Alabama      FY-2003

Merge Outlets

Select an Outlet(s)

LIBID	LIBNAME	CITY	FSCSKEY
501-014	PLEASANT GROVE PUBLIC LIBRARY	PLEASANT GROVE	AL0103
999-058	UNION SPRINGS PUBLIC LIBRARY	UNION SPRINGS	AL0035
103-000	CROSS TRAILS REGIONAL LIBRARY	OPP	AL0036
103-001	ANDALUSIA PUBLIC LIBRARY	ANDALUSIA	AL0037
103-002	BRANTLEY PUBLIC LIBRARY	BRANTLEY	AL0038
999-034	ELBA PUBLIC LIBRARY	ELBA	AL0039
103-004	EMMA	VA	AL0040
999-041	ENTERPRISE	ENTERPRISE	AL0041
103-006	FLORA	FLORA	AL0042
103-007	HARTFORD	HARTFORD	AL0043
103-008	LUFKIN	LUFKIN	AL0044
103-009	OPP	OPP	AL0045
501-012	LEEDS JANE CULBRETH LIBRARY	LEEDS	AL0003
103-010	SAMSON PUBLIC LIBRARY	SAMSON	AL0046
103-011	SLOCOMB PUBLIC LIBRARY	SLOCOMB	AL0047
104-000	HORSESHOE BEND REGIONAL LIBRARY	DADEVILLE	AL0048
100-000	CARL ELLIOTT REGIONAL LIBRARY	JASPER	AL0001
AL0001-006	ARLEY PUBLIC LIBRARY	ARLEY	AL0001
100-002	CORDOVA PUBLIC LIBRARY	CORDOVA	AL0003

WinPLUS

Select two or more Outlets to be Merged.

OK Cancel

Continue Cancel

Select the outlet records to be merged by clicking on the gray box to the left of the names. *The entire row must be highlighted.* If you continue, a message will ask 'Do you want to carryover one of the outlets?'

WinPLUS - Outlet Structure Changes      Alabama      FY-2003

Merge Outlets

Select an Outlet(s)

LIBID	LIBNAME	CITY	FSCSKEY
103-001	ANDALUSIA PUBLIC LIBRARY	ANDALUSIA	AL0037
▶ 103-002	BRANTLEY PUBLIC LIBRARY	BRANTLEY	AL0038

WinPLUS

Select Outlet to carry over.

OK

Continue      Cancel

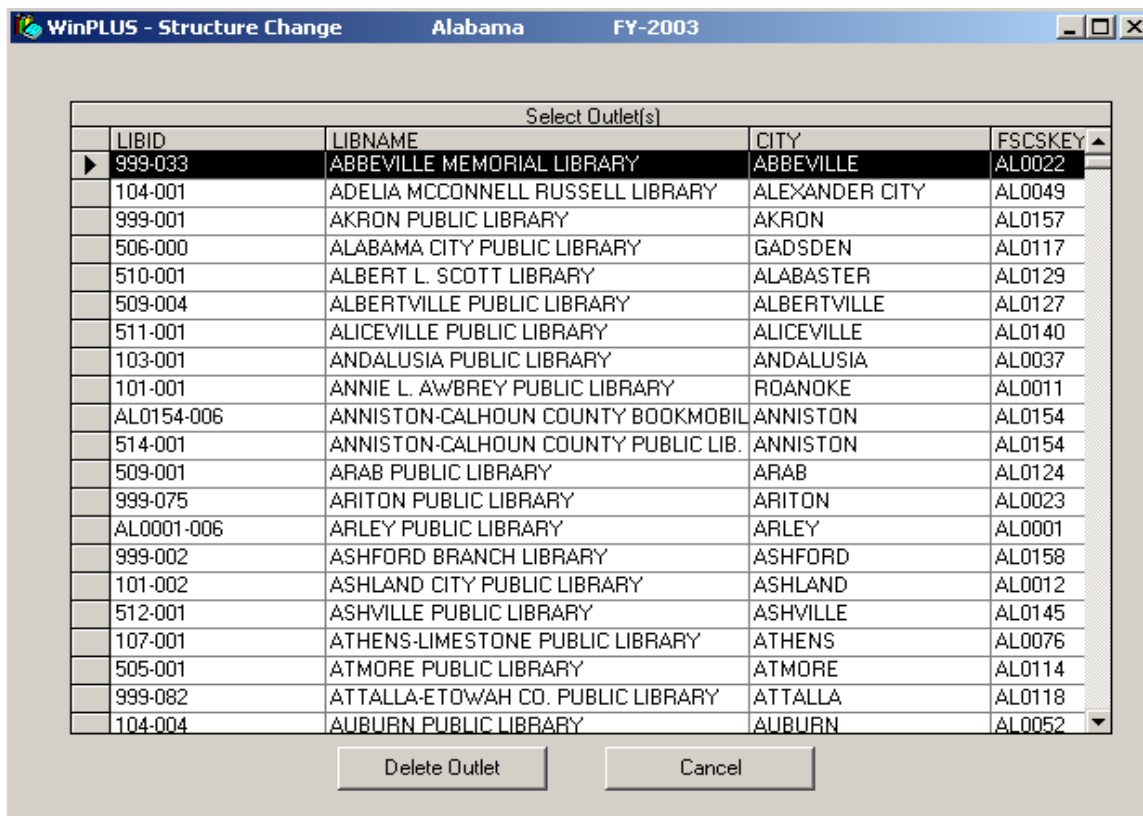
If you choose 'Yes', you will be prompted to 'Select Outlet to carry over'. (Note: Information from this outlet will be inserted in the newly merged outlet.)

After you select the outlet to carry over, a list of all administrative entities is displayed with the message 'Select a parent Administrative Entity for this Outlet.' Select the administrative entity for the new outlet by clicking on the gray box to the left of the names. *The entire row must be highlighted.*

The 'Merge Outlet' data entry screen will be displayed for the newly merged outlet. Please enter the data for the newly merged outlet as explained under section 5.7.2—Add New Outlet, and then select 'Save Now' or 'Exit' to save the new outlet record, or select 'Cancel Merge' to cancel the structure change and return to the 'Outlet Structure Changes Menu'.

### 5.7.5 Delete Closed Outlet (Library did not merge or change)

To delete a closed outlet, select 'Delete Closed Outlet' from the 'Outlet Structure Changes Menu' and select 'Continue'. (Note: The closed outlet record is deleted, tracked in the historical database under its original FSCS ID#, and can later be restored. See section 5.7.8—Restore Previous Deletion.)



Next a list of all outlets is displayed. Select the outlet that will be deleted by clicking on the gray box to the left of the name. *The entire row must be highlighted.* Select 'Delete Outlet' to proceed. A window showing the outlet record is displayed with the message 'Do you want to delete this Outlet?'

WinPLUS 2.5 - Outlet Structure Changes    Alabama    FY-2003

Close Outlet

Outlets

01 LIB ID: 999-033    1A FSCS ID: AL0022    002

02 Name: ABBEVILLE MEMORIAL LIBRARY

03 Address: 301 KIRKLAND STREET

04 City: ABBEVILLE

05 ZIP: 36310    06 ZIP+4: 24

09 Outlet Type Code: CE

10 Metropolitan Status code: NO

11 Square Footage: -1

12 Number of Bookmobiles: 0

HENRY

334-585-2818

WinPLUS

Do you want to delete this Outlet?

Yes    No

Select 'Yes' to delete the closed outlet. Select 'No' to return to the 'Outlet Structure Changes Menu'.

Note: If an outlet closes temporarily, the user should:

1. Delete the closed outlet using the 'Delete Closed Outlet' option from the 'Outlet Structure Change Menu'.
2. When the outlet reopens, restore it using the 'Restore Previous Deletion' option from the 'Outlet Structure Change Menu'.

### 5.7.6 Outlet Moves to Different Administrative Entity

To move an outlet to a different administrative entity, select 'Move Outlet to Different Administrative Entity' from the 'Outlet Structure Changes Menu'. (Note: The outlet move is tracked in the historical database under its old FSCS ID# and under the new administrative entity's FSCS ID#.)

The dialog box titled "WinPLUS - Structure Change" for "Alabama" and "FY-2003" contains a table titled "Select Outlet(s)". The table has four columns: LIBID, LIBNAME, CITY, and FSCSKEY. A list of 34 outlets is displayed, with the first row (999-033) selected. Below the table are two buttons: "Move to Different Entity" and "Cancel".

LIBID	LIBNAME	CITY	FSCSKEY
999-033	ABBEVILLE MEMORIAL LIBRARY	ABBEVILLE	AL0022
501-001	ADAMSVILLE PUBLIC LIBRARY	ADAMSVILLE	AL0090
104-001	ADELIA MCCONNELL RUSSELL LIBRARY	ALEXANDER CITY	AL0049
999-001	AKRON PUBLIC LIBRARY	AKRON	AL0157
506-000	ALABAMA CITY PUBLIC LIBRARY	GADSDEN	AL0117
510-001	ALBERT L. SCOTT LIBRARY	ALABASTER	AL0129
509-004	ALBERTVILLE PUBLIC LIBRARY	ALBERTVILLE	AL0127
511-001	ALICEVILLE PUBLIC LIBRARY	ALICEVILLE	AL0140
103-001	ANDALUSIA PUBLIC LIBRARY	ANDALUSIA	AL0037
101-001	ANNIE L. AWBREY PUBLIC LIBRARY	ROANOKE	AL0011
AL0154-006	ANNISTON-CALHOUN COUNTY BOOKMOBILE	ANNISTON	AL0154
514-001	ANNISTON-CALHOUN COUNTY PUBLIC LIB.	ANNISTON	AL0154
509-001	ARAB PUBLIC LIBRARY	ARAB	AL0124
100-001	ARLEY PUBLIC LIBRARY	ARLEY	AL0002
999-002	ASHFORD BRANCH LIBRARY	ASHFORD	AL0158
101-002	ASHLAND CITY PUBLIC LIBRARY	WASHLA	AL0012
512-001	ASHVILLE PUBLIC LIBRARY	ASHVILLE	AL0145
107-001	ATHENS-LIMESTONE PUBLIC LIBRARY	ATHENS	AL0076
505-001	ATMORE PUBLIC LIBRARY	ATMORE	AL0114
999-082	ATTALLA-ETOWAH CO. PUBLIC LIBRARY	ATTALLA	AL0118
104-004	AUBURN PUBLIC LIBRARY	AUBURN	AL0052
999-043	AUTAUGA-PRATTVILLE PUBLIC LIBRARY	PRATTVILLE	AL0192
999-043	AUTAUGAVILLE PUBLIC LIBRARY	AUTAUGAVILLE	AL0192
AL0108-003	AVONDALE BRANCH LIBRARY	BIRMINGHAM	AL0108
999-028	B. B. COMER MEMORIAL LIBRARY	SYLACAUGA	AL0013
999-010	BAILEY COVE BRANCH LIBRARY	HUNTSVILLE	AL0166

Next, a window listing all outlets is displayed. Select the outlet that will be moved to a new administrative entity by clicking on the gray box to the left of the names. *The entire row must be highlighted.* To proceed, select 'Move to Different Entity'. Next, the user is prompted to 'Select a parent Administrative Entity for this Outlet.' A window listing all the administrative entities is displayed.

WinPLUS - Outlet Structure Changes      Alabama      FY-2003

Move Outlet to Different Administrative Entity

Select an Administrative Entity that you will be adding this Outlet to

LIBID	LIBNAME	CITY	FSCSKEY
100-000	CARL ELLIOTT REGIONAL LIBRARY	JASPER	AL0001
100-001	ARLEY PUBLIC LIBRARY	ARLEY	AL0002
100-002	CORDOVA PUBLIC LIBRARY	CORDOVA	AL0003
100-003	DORA PUBLIC LIBRARY	DORA	AL0004
100-004	DOUBLE SPRINGS PUBLIC LIBRARY	DOUBLE SPRINGS	AL0005
100-005	HALEYVILLE PUBLIC LIBRARY	HALEYVILLE	AL0006
100-006	JASPER PUBLIC LIBRARY	JASPER	AL0007
100-008	SANDERS PUBLIC LIBRARY	SANDERS	AL0009
101-000	CENTRE PUBLIC LIBRARY	CENTRE	AL0010
101-001	ARLEY PUBLIC LIBRARY	ARLEY	AL0011
101-002	ARLEY PUBLIC LIBRARY	ARLEY	AL0012
999-028	BIRMINGHAM PUBLIC LIBRARY	BIRMINGHAM	AL0013
101-004	CHEROKEE COUNTY PUBLIC LIBRARY	CENTRE	AL0014
101-005	EARLE A. RAINWATER MEMORIAL LIBRARY	CHILDERSBURG	AL0015
101-006	LINCOLN PUBLIC LIBRARY	LINCOLN	AL0016
101-007	LINEVILLE PUBLIC LIBRARY	LINEVILLE	AL0017
101-008	LUCILE L. MORGAN PUBLIC LIBRARY	HEFLIN	AL0018
101-009	OXFORD PUBLIC LIBRARY	OXFORD	AL0019
999-070	TALLADEGA PUBLIC LIBRARY	TALLADEGA	AL0020

WinPLUS

Select a parent Administrative Entity for this Outlet.

OK

Continue      Cancel

Select the administrative entity to which the outlet is moving by clicking on the gray box to the left of the names. *The entire row must be highlighted.* Select 'Continue' to finalize the structure change.

### 5.7.7 Delete Incorrect Record

To delete an incorrect outlet record, select 'Delete Incorrect Record' from the 'Outlet Structure Changes Menu'. (Note: The deleted outlet is tracked in the historical database under its original FSCS ID# and can later be restored. See section 5.7.8—Restore Previous Deletion.)

Next, a list of all outlets is displayed. Select the outlet that will be deleted by clicking on the gray box to the left of the names. *The entire row must be highlighted.* Select 'Delete Outlet' to proceed with the structure change. Next, a 'Delete incorrect Outlet record' data entry screen is displayed with the message 'Do you want to delete this Outlet?'

WinPLUS 2.5 - Outlet Structure Changes   Alabama   FY-2003

Delete incorrect Outlet record

Outlets

01 LIB ID: 511-001      1A FSCS ID: AL0140   002

02 Name: ALICEVILLE PUBLIC LIBRARY

03 Address: 416 3RD AVENUE NE

04 City: ALICEVILLE

05 ZIP: 35442    06 ZIP+4: 22

09 Outlet Type Code: CE

10 Metropolitan Status code: NO

11 Square Footage: -1

12 Number of Bookmobiles: 0

PICKENS

205-373-6691

Do you want to delete this Outlet?

Yes   No

Select 'Yes' to confirm the deletion, or select 'No' to cancel the structure change and return to the 'Outlet Structure Changes Menu'.

### 5.7.8 Restore Previous Deletion

To restore a previously deleted outlet, select 'Restore Previous Deletion' from the 'Outlet Structure Changes Menu'. (Note: The deleted record is restored from the historical database and becomes a current record in the outlet database. The outlet's old FSCS ID# is retained.) A list of outlets that may be restored is displayed.

WinPLUS - Outlet Structure Changes      Alabama      FY-2003

Restore Outlet record

Select an Outlet to Restore

FSCS	LIBID	LIBNAME	CITY
AL0048	104-000	HORSESHOE BEND REGIONAL	DADEVILLE
▶ AL0048	AL0048-006	HORSESHOE BEND REGIONAL	DADEVILLE
AL0048	104000	HORSESHOE BEND REGIONAL	DADEVILLE
AL0048	104-000	HORSESHOE BEND REGIONAL	DADEVILLE
AL0048	AL0048-007	HORSESHOE BEND REGIONAL	DADEVILLE
AL0158	999-002	HOUSTON-LOVE MEMORIAL LI	DOTHAN
AL0158	AL0158-002	HOUSTON-LOVE MEMORIAL LI	DOTHAN
AL0158	999002	HOUSTON-LOVE MEMORIAL LI	DOTHAN
AL0158	999002	HOUSTON-LOVE MEMORIAL LI	DOTHAN
AL0158	999-002	HOUSTON-LOVE MEMORIAL LI	DOTHAN
AL0099	-1	HUEYTOWN PUBLIC LIBRARY	HUEYTOWN
AL0166	999-010	HUNTSVILLE-MADISON CO. PU	HUNTSVILLE
AL0166	999-010	HUNTSVILLE-MADISON CO. PU	HUNTSVILLE
AL0166	AL0166-024	HUNTSVILLE-MADISON CO. PU	HUNTSVILLE
AL0208	-1	IDER PUBLIC LIBRARY	IDER
AL0170	-1	INA PULLEN SMALLWOOD MEM	CHICKASAW
AL0100	-1	IRONDALE PUBLIC LIBRARY	IRONDALE
AL0171	-1	JACKSON PUBLIC LIBRARY	JACKSON

Restore      Cancel

Select the outlet that will be restored by clicking on the gray box to the left of the names. *The entire row must be highlighted.* Select 'Restore' to proceed with the structure change.

Next, a window showing the outlet is displayed. The user will be asked 'Do you want to restore this Outlet?'

WinPLUS 2.5 - Outlet Structure Changes   Alabama   FY-2003

Restore Outlet record

Outlets

01 LIB ID: AL0048-006      1A FSCS ID: AL0048   006

02 Name: HORSESHOE BEND REGIONAL BOOKMOBILE

03 Address: 207 NORTH WEST STREET

04 City: DADEVILLE

05 ZIP: 36853    06 ZIP+4: 13

09 Outlet Type Code: BS

10 Metropolitan Status code: NO

11 Square Footage: -2

12 Number of Bookmobiles: -2

Do you want to restore this Outlet?

Yes   No

Select 'Yes' to continue with the restore. Select 'No' to cancel the restore and return to the 'Outlet Structure Changes Menu'. When the user selects 'Yes', the outlet record is restored from the historical database and again becomes a part of the outlet database under its original FSCS ID#. The 'Outlet Structure Change' Menu is then displayed.

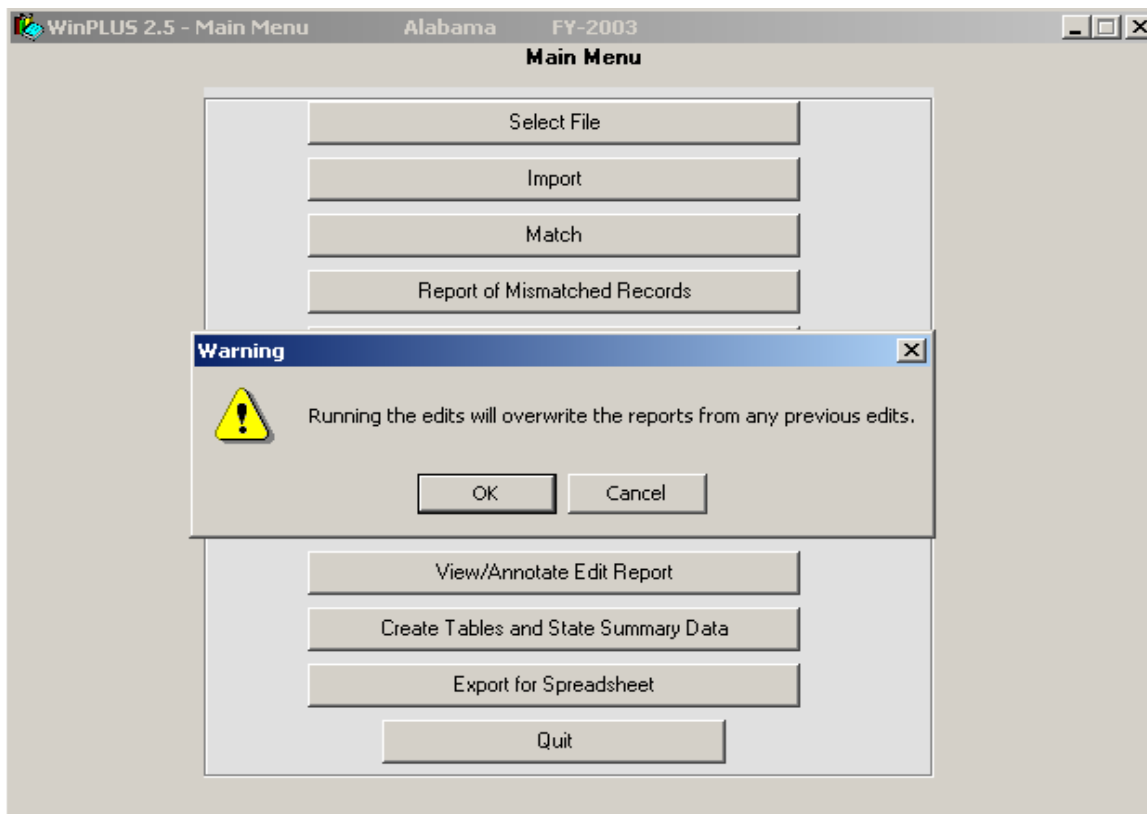


## 5.8 Edit Checks (Current-Year and Historical)

Following data entry, the user should select WinPLUS Main Menu option 'Edit Checks (Current-Year and Historical)' to generate a complete edit report. (The report is displayed on the next page.) The edit report includes:

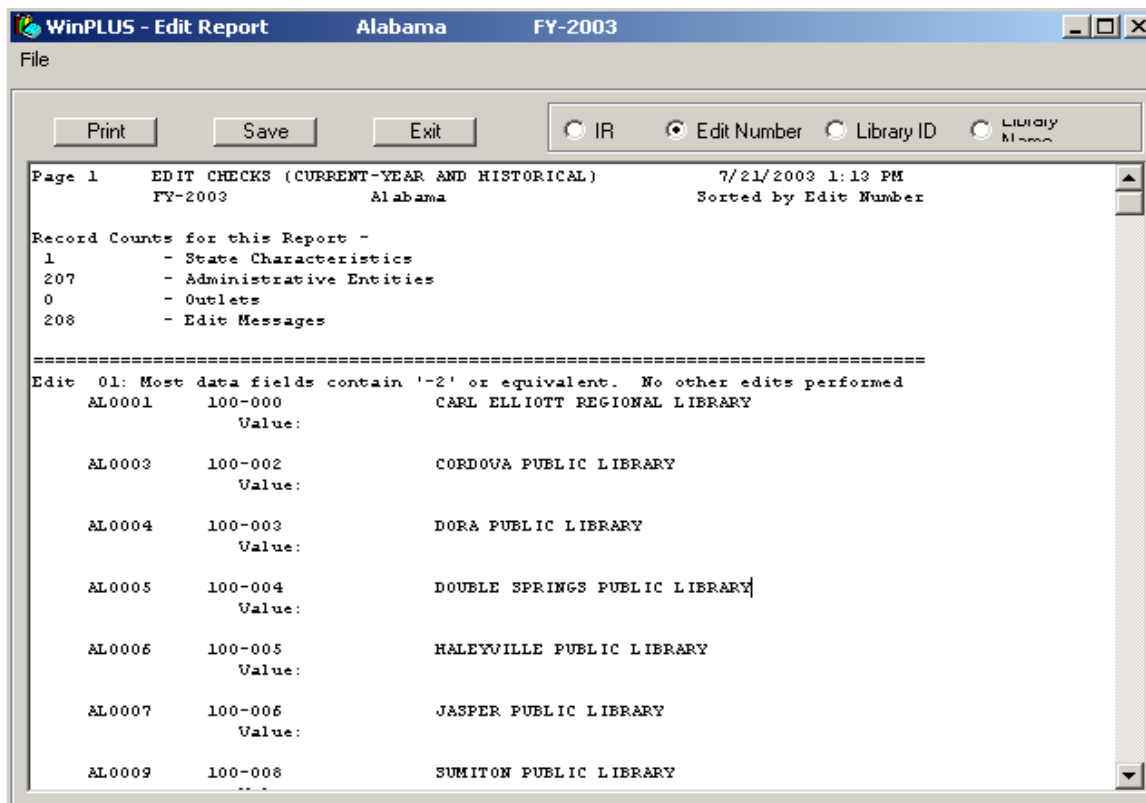
- Current-year edit checks based on the criteria in Appendix G—Current-Year Edit Checks and
- Historical edit checks (i.e., comparisons of current-year to prior-year data) based on the criteria in Appendix H—Historical Edit Checks.

Your data submission should include an **annotated final edit report**. The annotations should explain data that fail edits but are in fact correct, to eliminate unnecessary edit follow-up by Census. You may annotate the edit report in the WinPLUS software; print the edit report for annotation by hand; or open the edit report in Word or another word processing package for annotation. **Note: Please read section 5.9—View/Annotate Edit Report before annotating the edit report using WinPLUS!**



Select 'Edit Checks (Current-Year and Historical)' when you are ready to create your edit report. **If you have previously performed this operation, you will receive the message 'Running the edits will overwrite the reports from any previous edits'.** Choose 'Cancel' to return to the WinPLUS Main Menu, or choose 'OK' to continue.

The edit report is saved as a text file called EditsByEditNum\_XX.rpt, EditsByLibID\_XX.rpt, or EditsByName\_XX.rpt based on the 'Sort by' format you select (i.e., Library Name or Edit Number), shown in the following screen. After running the edit checks, you can 'Print' or 'Save' the report.



### 5.8.1 Current-Year Edit Checks

The current-year edit checks (see Appendix G—Current-Year Edit Checks) are performed for administrative entities and outlets, and include the following types of edits:

- 'Out-of-range' edits (e.g., 'Average Public Service Hours per Outlet per week is less than 10'). An edit message is generated if the values for a data element fall outside the range.
- 'Relational edits' (e.g., 'Total Operating Expenditures is less than 75% of Total Operating Income', or 'ALA-MLS is greater than Total Librarians'). An edit message is generated if the values for two or more data elements are not within a predetermined limit.
- 'Arithmetic edits' (e.g., 'Total Operating Revenue is not equal to the sum of the parts'). An edit message is generated if the detail does not equal the reported total.

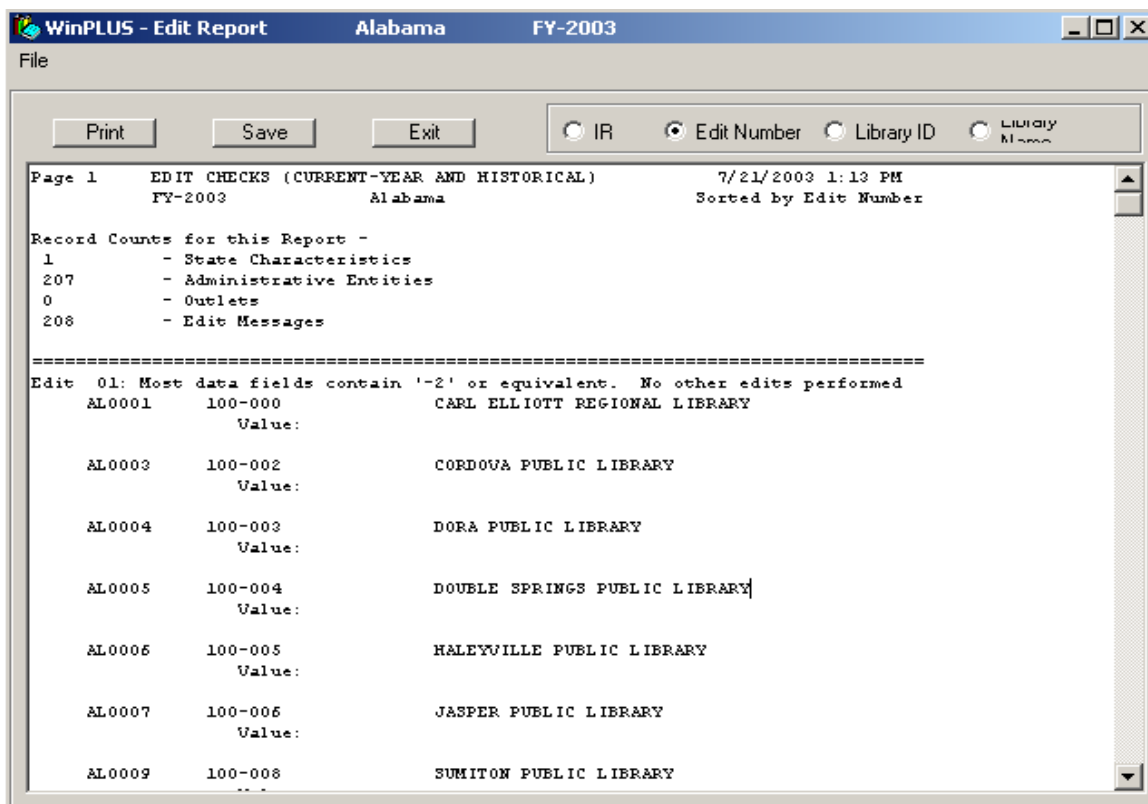
### 5.8.2 Historical Edit Checks

The historical edit checks are generated *automatically* following the generation of the current-year edit checks, under WinPLUS Main Menu option 'Edit Checks (Current-Year and Historical)'. They are performed for administrative entities, but not for outlets. The historical check compares the current-year to prior-year data reported by each library based on the criteria in Appendix H—Historical Edit Checks.

## 5.9 View/Annotate Edit Report

Your data submission should include an annotated final edit report. The annotations should explain data that fail edits but are in fact correct, to eliminate unnecessary edit follow-up by Census. To annotate the final edit report using WinPLUS, select the option 'View/Annotate Edit Report' from the WinPLUS Main Menu. **(See important note about this option at bottom of page!)**

Note: This option is not applicable to users who plan to annotate the edit report by hand, or in Word or another word processing package. You should proceed with annotations by these methods after generating the final edit report from WinPLUS Menu option 'Edit Checks (Current-Year and Historical)'. The edit report is saved as a text file (named EditsByEditNum\_XX.rpt, EditsByLibID\_XX.rpt, or EditsByName\_XX.rpt, based on the 'Sort by' format you select) that can be opened in Word, for example, for annotations.



### **IMPORTANT! Read the following before using the 'View/Annotate Edit Report' option:**

- Before annotating the edit report using the 'View/Annotate Edit Report' option, you must select option 'Edit Checks (Current-Year and Historical)' from the WinPLUS Main Menu to generate the final edit report.
- Your annotations will be saved and displayed *only* in the version you annotate—i.e., either the 'Edit Number' version (EditsByEditNum\_XX.rpt), 'Library ID' version (EditsByLibID\_XX.rpt), or 'Library Name' version (EditsByName\_XX.rpt). **ANNOTATE ONLY ONE VERSION.**
- **DO NOT re-run the edit checks after you begin annotating!** If you do, the edit report file will be overwritten, and all annotations will be lost!



## **5.10 Create Tables and State Summary Data**

Select the option 'Create Tables and State Summary Data' from the WinPLUS Main Menu to create tables and state summary data.

### **5.10.1 Single Library Tables**

Select the 'Create Tables and State Summary Data' option from the WinPLUS Main Menu to create Single Library Tables. Choose 'Reports' and then 'Single Library Tables' to display the list of available tables (see below). The tables include data for selected items for all the individual public libraries in the state. For example, table 5 includes the amount and percent of revenue by source.

1. Population Served by State
2. Number and Type of Outlets
3. Number and Type of Staff
4. Population of LSA and Number of FTE Staff
5. Amount and Percent of Revenue, by Source
6. Revenue and Per Capita Revenue, by Source
7. Expenditures and Percent of Expenditures, by Type
8. Staff Expenditures
9. Capital Expenditures
10. Public Service Hours
11. Library Visits and Reference Trans.
12. Circulation and Loan Trans.
13. Circulation of Children's Materials and Program Attendance
14. Electronic Materials and Expenditures
15. Print Materials and Expenditures
16. Other Materials and Expenditures

Use the arrows at the bottom of the screen to move to the desired table. Select 'Print' at the bottom of the screen to print the table.

Table 1 is shown below:

**Table 1 - Public libraries in Alabama by population of legal service area: 2003**

Library Name	Total population of legal service area*
ABBEVILLE MEMORIAL LIBRARY	2,987
ADAMSVILLE LIBRARY	4,965
ADELIA MCCONNELL RUSSELL LIBRARY	15,008
AKRON PUBLIC LIBRARY	2,497
ALBERT L. SCOTT LIBRARY	22,619
ALBERTVILLE PUBLIC LIBRARY	17,247
ALICEVILLE PUBLIC LIBRARY	2,567
ANDALUSIA PUBLIC LIBRARY	8,794
ANNIE L. AWBREY PUBLIC LIBRARY	6,563
ANNISTON-CALHOUN COUNTY PUBLIC LIB.	99,892
ARAB PUBLIC LIBRARY	7,174
ARLEY PUBLIC LIBRARY	290
ASHLAND CITY PUBLIC LIBRARY	1,965
ASHVILLE PUBLIC LIBRARY	2,260
ATHENS-LIMESTONE PUBLIC LIBRARY	65,433
ATMORE PUBLIC	7,676
ATTALLA-ETOWAH CO. PUBLIC LIBRARY	6,592

Report Navigator    Print    Exit

Use the scroll bar to the right of the table to scroll through the table. Select 'Print' at the bottom of the screen to print the table.

### 5.10.2 2-Year State Summary Data

A table of 2-year state summary data is included to assist the respondent in evaluating the quality of data prior to submission. To view the table, select 'Create Tables and State Summary Data' from the WinPLUS Main Menu, choose 'Reports' and then 'State Summary: 2-Year Percent Change and Net Change'.

The table is shown below.

**WinPLUS - Reports**      **Alabama**      **FY-2003**

File   Reports

**State Summary: 2-year Percent Change and Net Change**

Data Item	FY 2002 State Total	FY 2003 State Total	Percent Change	Net Change
State Characteristics Items:				
Official State Population Estimate	-1	-1	0.0	0
Total Unduplicated Pop of LSA	-1	-1	0.0	0
Administrative Entity Items:				
Pop of Legal Service Area	4,450,500	4,436,523	-0.3	-13,977
Central Library	206	205	-0.5	-1
Branch Library	76	76	0.0	
Bookmobiles	17	17	0.0	
ALA-MLS	248	248	0.0	
Total Librarians	655	647	-1.2	-8
Other Paid Employees	941	940	-0.1	-1
Total Paid Employees	1,596	1,588	-0.5	-8
Local Government	60,530,598	60,234,369	-0.5	-296,229
State Government	4,235,019	4,255,333	0.5	20,314

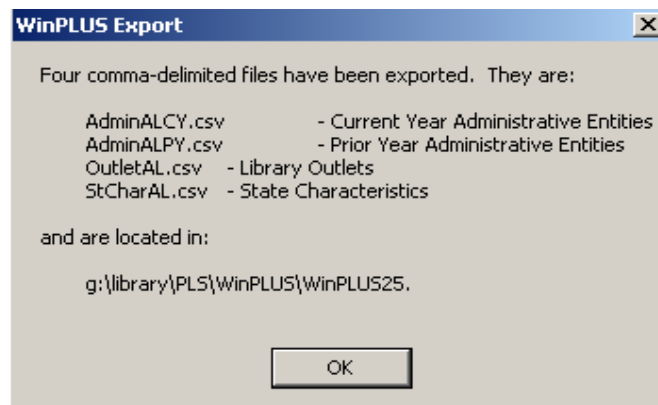
Report Navigator      Print      Exit

Use the arrows at the bottom of the screen to scroll through the table. Select 'Print' at the bottom of the screen to print the table.



## 5.11 Export for Spreadsheet

Select 'Export for Spreadsheet' from the WinPLUS Main Menu to create four comma-delimited files for use at the state level (i.e., not for submission to NCES). This WinPLUS option is provided in response to user request. The files will automatically be placed in the same directory where the WinPLUS software is installed. The four files are: current-year and prior-year administrative entities files, the outlet file, and the state characteristics file.



You can open the comma-delimited files in Excel. Note: You will need to reformat the column for telephone numbers. If you have a leading 0 in your zip codes, you will need to format the Zip Code Column: Select the column, then 'Format', then 'Cells'. Then under 'Category' select 'Special'. Then under type, you can type in five zeros for 1<sup>st</sup> zip code and 4 zeroes for 4-digit zip code. It will place the missing zeroes in the column.

## 5.12 Quit

To exit WinPLUS, select the 'Quit' button on the WinPLUS Main Menu.

**Note: The 'Quit' button is also used to run the Non-response (-2) Report prior to submitting your final data (see next section).**

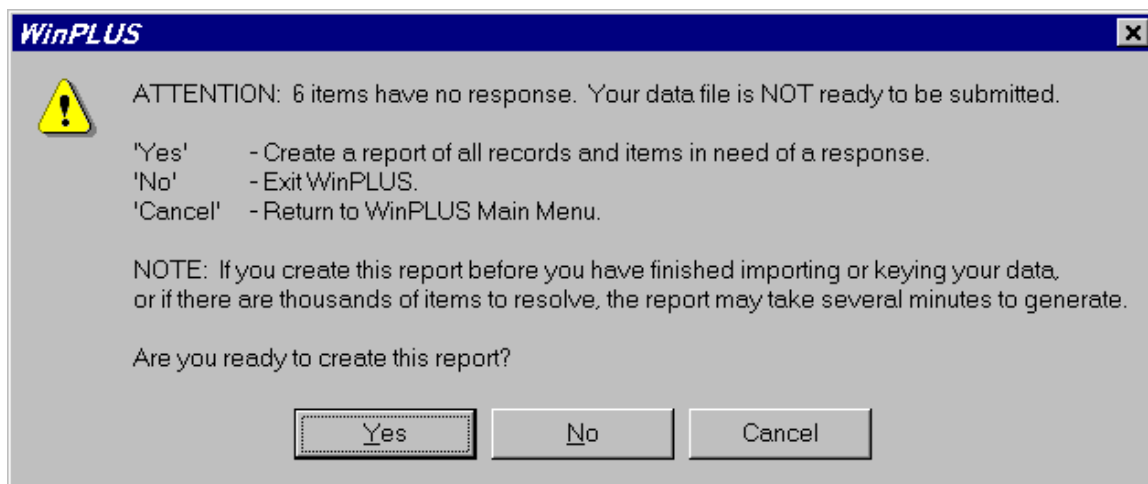


## 6 PREPARE FILE FOR SUBMISSION

When your data are edited and final, run the 'Non-response (-2) Report' by selecting the 'Quit' option on the WinPLUS Main Menu.

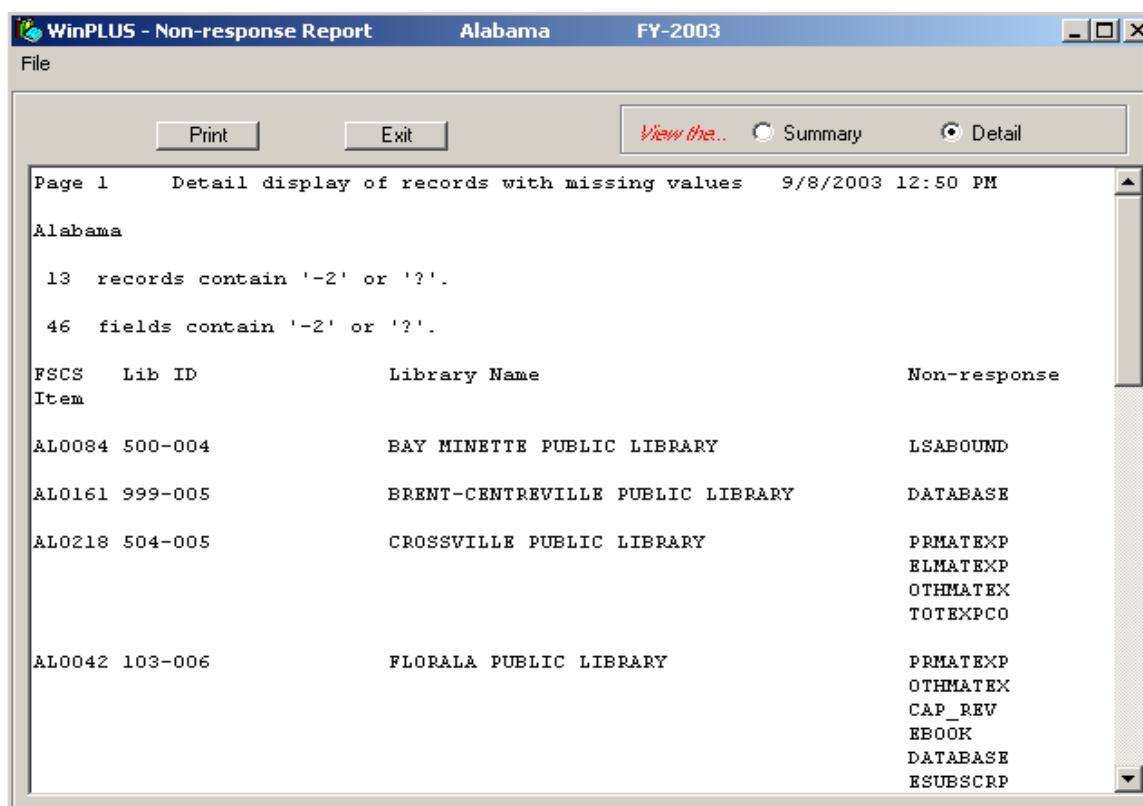
**Note:**

- No data file containing -2s will be accepted for submission to NCES. When you select the 'Quit' option and then select "Yes", the 'Non-response (-2) Report' will be generated (if applicable), listing the records that contain -2s in the administrative entity file and outlet file, along with the following message: 'ATTENTION: [#] items have no response. Your data file is NOT ready to be submitted.' Please review the report, enter valid data, and rerun this option.'
- This option should be run even if you are zipping/ FTPing your files to send to Census.

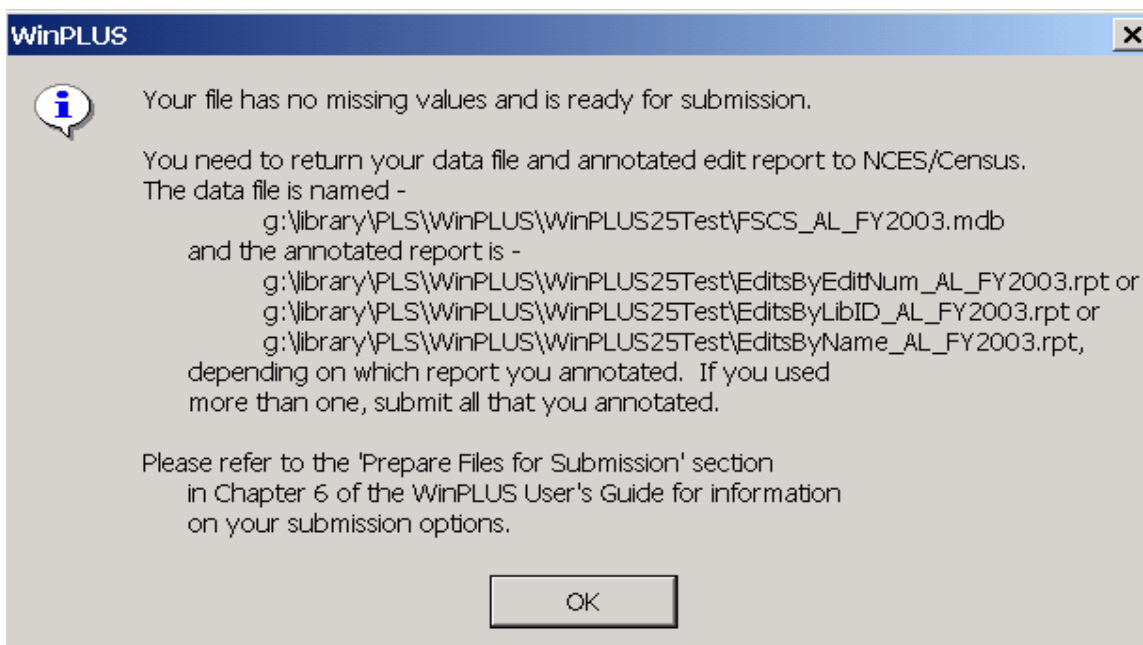


The user may view the 'Non-response (-2) Report' by 'Summary' or by 'Detail' by clicking on the desired option. Use WinPLUS Main Menu option 'View/Update Administrative Entity or Outlet Records' to replace the -2s with valid data, and then proceed again with the 'Quit' option to verify that no -2s are on your files before submitting the data.

The following screen shows the 'Detail' view of records that contain -2 values. Items with -2s are listed in the column labeled "Non-response".



If your data file does not contain -2 values, the following screen will be displayed, providing instructions for submitting your data files.



**The following materials must be received for your data submission to be complete:**

1. Your final, edited data file (**fscs\_XX\_FYZZZZ.mdb**). Your state abbreviation will replace 'XX' and the fiscal reporting end year will replace 'ZZZZ' in the file name. The file can be sent by Web browser, FTP, e-mail, or regular mail. **Please verify that the file is included in the transmission.**
2. A copy of your annotated final edit report (sent through the same options listed above). Annotations should be made to the final edit report regarding data that fail edits but are in fact correct, to eliminate unnecessary edit follow-up by Census. You may annotate the edit report in the WinPLUS software, print the edit report for annotation by hand, or open the edit report in Word or another word processing program for annotation. **Please read section 5.9—View/Annotate Edit Report before annotating the final edit report using WinPLUS!** If you submit an unannotated edit report, you must include explanations about the data in a cover letter, including statements that you have reviewed the edit report and the data are final.
3. The signed State Librarian Certification form. You can find a copy of this form in the letter you received with the user's guide. When you submit the form, NCES requests that you enter (in the box provided near the bottom) the number of hours it took to prepare your data for entry into WinPLUS and to review and annotate the edit report. NCES is required to provide the Office of Management and Budget (OMB) with statistics regarding your total paperwork burden.

Within one day, Census will review the materials and let you know if anything further is required before edit follow-up.

If you have any questions about the data submission options described below, please contact Cynthia Ramsey or Laura Hudgins at (800) 451-6235 or via e-mail at **govs.pls@census.gov**.

**Data Submission by Web Browser or File Transfer Protocol (FTP)**

You are encouraged to submit your data file (fscs\_XX\_FYZZZZ.mdb) and annotated edit report file (EditsByEditNum\_XX.rpt, EditsByLibID\_XX.rpt, or EditsByName\_XX.rpt, as appropriate) over the Internet via a Web browser or via a File Transfer Protocol (FTP) program. You can fax your State Librarian Certification form to the PLS Census Staff at (866) 394-0138. Note: Only one file at a time can be sent by FTP. So, please follow the direction to send your data file and edit report separately.

To submit your files via a Web browser, go to [www.census.gov/govs/www/pls.html](http://www.census.gov/govs/www/pls.html) and select 'Submit Data via FTP'. Complete the form and then click on the 'Send File' button.

If you are using an FTP program, ftp.census.gov is the Census FTP server. Log on with the user name 'anonymous' and your e-mail address for the password. Change to the 'pub/incoming/govs/pls' directory. Transfer your data file (fscs\_XX\_FYZZZZ.mdb) and edit report file (EditsByEditNum\_XX.rpt, EditsByLibID\_XX.rpt, or EditsByName\_XX.rpt, as appropriate).

If your transmission is successful, you should see a 'Send File Results' screen that displays the file name and size under both the 'Transfer Information' (what you sent) and 'Results of Transfer Request' (what we received) section. If any other screen is returned, your transmission did not go through and you should try again. If you continue to have problems, please contact the PLS staff at (800) 451-6235 or via e-mail at **govs.pls@census.gov**.

### **Data Submission by E-Mail**

You may submit your data file (fscs\_XX\_FYZZZZ.mdb) and annotated edit report file (EditsByEditNum\_XX.rpt, EditsByLibID\_XX.rpt, or EditsByName\_XX.rpt, as appropriate) over the Internet by attaching the files to an e-mail message addressed to **govs.pls@census.gov**. You may want to use file compression software (e.g., PKZIP) to compress the files and package them all within one file. This will save space and may simplify the transfer.

You can fax your State Librarian Certification form to the PLS Census Staff at (866) 394-0138.

If you choose to send any portion of your data submission via overnight delivery, please refer to the instructions below.

**Note: The U.S. Postal Service is not recommended for submitting your files due to added security measures that often result in damaged materials and interfere with prompt delivery. However, if you choose this method, please be sure to use the mailing address for the U.S Postal Service listed below.**

**Data Submission by Regular Mail.** Please mail your complete FSCS submission to:

**Overnight Delivery—Federal Express  
or United Parcel Service (UPS)**

Cynthia Ramsey or Laura Hudgins  
U.S. Department of Commerce  
U.S. Census Bureau  
8905 Presidential Parkway  
Washington Plaza, Bldg 2, Room 508  
Upper Marlboro, MD 20772  
Phone: (301) 763-1568

**U.S. Postal Service—including  
Express Mail**

Cynthia Ramsey or Laura Hudgins  
U.S. Department of Commerce  
U.S. Census Bureau  
Washington, DC 20233-6800

If you mail your submission, please send an e-mail message to **govs.pls@census.gov** to let Census know you sent the file.

## Appendix A—Troubleshooting

See the Trouble Shooting Guide on the Census PLS Web site at:

<http://www.census.gov/govs/www/pls.html>

PROBLEM: My problem was not addressed on the Census PLS Web site.

SOLUTION: For additional assistance, contact Cynthia Ramsey or Laura Hudgins at the U.S. Census Bureau:

Phone: 1-800-451-6235

Fax: (866) 394-0138

Email: [govs.pls@census.gov](mailto:govs.pls@census.gov)



## Appendix B—Administrative Entity Import File Specifications

<b>Data Element Name</b> <b>(may be abbreviated on screen)</b>	<b>Width</b>	<b>Type/Decimals</b>	<b>ASCII</b> <b>Position</b>	<b>Excel</b> <b>Column</b>
LIB ID	20	Character	1	A
NAME	60	Character	21	B
STREET ADDRESS	35	Character	81	C
CITY	20	Character	116	D
ZIP	5	Character	136	E
ZIP4	4	Character	141	F
Mailing Address	35	Character	145	G
Mailing City	20	Character	180	H
Mailing Zip Code	5	Character	200	I
Mailing Zip+4 Code	4	Character	205	J
COUNTY	20	Character	209	K
PHONE	10	Character	229	L
Web Address	80	Character	239	M
Interlibrary Relationship Code	2	Character	319	N
Legal Basis Code	2	Character	321	O
Administrative Structure Code	2	Character	323	P
FSCS Public Library Definition	1	Character	325	Q
Geographic Code	3	Character	326	R
Legal Service Area Boundary Change	1	Character	329	S
Population of the Legal Service Area	9	Numeric/0	330	T
Number of Central Libraries	3	Numeric/0	339	U
Number of Branch Libraries	3	Numeric/0	342	V
Number of Bookmobiles	3	Numeric/0	345	W
ALA-MLS	9	Numeric/2	348	X
Total Librarians	9	Numeric/2	357	Y
All Other Paid Staff	9	Numeric/2	366	Z
Total Paid Employees	10	Numeric/2	375	AA
Local Government Revenue	9	Numeric/0	385	AB
State Government Revenue	9	Numeric/0	394	AC
Federal Government Revenue	9	Numeric/0	403	AD
Other Revenue	9	Numeric/0	412	AE
Total Revenue	10	Numeric/0	421	AF
Salaries & Wages Expenditures	9	Numeric/0	431	AG
Employee Benefits Expenditures	9	Numeric/0	440	AH
Total Staff Expenditures	9	Numeric/0	449	AI
Print Materials Expenditures	9	Numeric/0	458	AJ
Electronic Materials Expenditures	9	Numeric/0	467	AK
Other Materials Expenditures	9	Numeric/0	476	AL
Total Collection Expenditures	9	Numeric/0	485	AM
Other Operating Expenditures	9	Numeric/0	494	AN
Total Operating Expenditures	10	Numeric/0	503	AO
Capital Revenue	9	Numeric/0	513	AP
Capital Expenditures	9	Numeric/0	522	AQ
Print Materials	9	Numeric/0	531	AR
Electronic Books	9	Numeric/0	540	AS

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<b>Data Element Name (may be abbreviated on screen)</b>	<b>Width</b>	<b>Type/Decimals</b>	<b>ASCII Position</b>	<b>Excel Column</b>
Audio	9	Numeric/0	549	AT
Video	9	Numeric/0	558	AU
Databases	9	Numeric/0	567	AV
Current Print Serial Subscriptions	9	Numeric/0	576	AW
Current Electronic Serial Subscriptions	9	Numeric/0	585	AX
Public Service Hours Per Year	9	Numeric/0	594	AY
Library Visits	9	Numeric/0	603	AZ
Reference Transactions	9	Numeric/0	612	BA
Total Circulation	9	Numeric/0	621	BB
Provided To	6	Numeric/0	630	BC
Received From	6	Numeric/0	636	BD
Circulation of Children's Materials	9	Numeric/0	642	BE
Children's Program Attendance	9	Numeric/0	651	BF
Internet Terminals Used by General Public	6	Numeric/0	660	BG
Users of Electronic Resources Per Year	9	Numeric/0	666	BH

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**Appendix C—Outlet Import File Specifications**

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<b>Data Element Name</b>	<b>Width</b>	<b>Type/Decimals</b>	<b>ASCII Position</b>
LIB ID	20	Character	1
NAME	60	Character	21
Street Address	35	Character	81
City	20	Character	116
Zip	5	Character	136
Zip4	4	Character	141
County	20	Character	145
Phone	10	Character	165
Outlet Type Code	2	Character	175
Metropolitan Status Code	2	Character	177
Square Footage	8	Numeric/0	179
Number of Bookmobiles	2	Numeric/0	187

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## Appendix D—State Characteristics Data Element Definitions

Note: The items below are answered by the state library agency.

#	Data Element Name	Data Element Definition
01	Reporting Period Starting Date	<p>This is the earliest date (month and year) for a 12-month period that applies to the state's data being submitted to NCES.</p> <p>Note: Reporting period means data for the fiscal year that ended in the previous calendar year. If data are collected for different local reporting periods, provide the earliest starting date.</p>
02	Reporting Period Ending Date	<p>This is the latest date (month and year) for a 12-month period that applies to the state's data being submitted to NCES.</p> <p>Note: Reporting period means data for the fiscal year that ended in the previous calendar year. If data are collected for different local reporting periods, provide the latest ending date.</p>
03	Official State Total Population Estimate	<p>This is the most recent official total population figures for your state that matches the local population figures that you are submitting to NCES. The State Data Coordinator should obtain this figure annually from the State Data Center or other official state sources.</p>
04	Total Unduplicated Population of Legal Service Areas	<p>This is the total unduplicated population of those areas in your state that receive library services. The population of unserved areas is not included in this figure.</p> <p>Note: A state's actual total population of legal service areas may be different from the total population of legal service areas as calculated by WinPLUS. This happens in states where there are overlaps in population of legal service areas served by individual libraries, resulting in the same population being counted twice in the WinPLUS calculation. For states that have no overlapping jurisdictions, this number will be identical to your state's total population of legal service areas as calculated by WinPLUS. For states that do have overlaps in population of legal service areas served by individual libraries, this number must be calculated separately.</p> <p>Use your state's most recent official state population figures for jurisdictions in your state as the basis for calculating the total unduplicated population of legal service area.</p>



## Appendix E—Administrative Entity Data Element Definitions

**Administrative Entity.** (This is not a WinPLUS data element.) This is the agency that is legally established under local or state law to provide public library service to the population of a local jurisdiction. The administrative entity may have a single outlet, or it may have more than one outlet.

#	Data Element Name	Data Element Definition
1A	FSCS ID (Automatic Display)	This is the identification code assigned by NCES to the administrative entity.
01	LIB ID (Optional)	This is the state-assigned identification code for the administrative entity.
02	Name**	This is the legal name of the administrative entity.  Note: Provide the name of the public library. Do not use acronyms. Do not abbreviate the name unless it exceeds the WinPLUS field length of 60 characters. Avoid abbreviations at the beginning of the name and do not punctuate abbreviations. (See Appendix Q—Standard Abbreviations for WinPLUS.)

### Street Address

03	Street Address	This is the complete street address of the administrative entity.  Note: Do not report a post office box or general delivery.
04	City (of street address)	This is the city or town in which the administrative entity is located.
05	Zip (of street address)	This is the standard five-digit postal zip code for the street address of the administrative entity.
06	Zip4 (of street address)	This is the four-digit postal zip code extension for the street address of the administrative entity.

### Mailing Address

07	Mailing Address	This is the mailing address of the administrative entity.
08	City (of mailing address)	This is the city or town of the mailing address for the administrative entity.
09	Zip (of mailing address)	This is the standard five-digit postal zip code for the mailing address of the administrative entity.
10	Zip4 (of mailing address)	This is the four-digit postal zip code extension for the mailing address of the administrative entity.
11	County of the Entity	This is the county in which the administrative entity is located.

## FSCS

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- 12 Phone\*\* This is the telephone number of the administrative entity, including area code.
- Note: Report telephone number without spacing or punctuation. If the Administrative Entity has no phone, enter “-3” (for Not Applicable).
- 13 Web Address\*\* This is the Web address of the administrative entity.  
http://\_\_\_\_\_
- Note: If the Administrative Entity has no web address, enter “-3” (for Not Applicable).
- 14 Interlibrary Relationship Code\*\* Select one of the following:
- HQ—Headquarters of a Federation or Cooperative  
ME—Member of a Federation or Cooperative  
NO—Not a Member of a Federation or Cooperative
- HQ—Headquarters of a Federation or Cooperative. The library or entity that provides the physical space and staff who manage, coordinate, or administer the programs of the federation or cooperative.
- Note: Agencies that serve other libraries rather than the public should not be reported to FSCS.
- ME—Member of a Federation or Cooperative. An autonomous library joined by formal or informal agreement(s) with (a) other autonomous libraries in the same state to perform various services cooperatively, such as resource sharing, communications, etc., and (b) libraries that are part of national, multi-state or statewide library federations or cooperatives. (Do not include OCLC.) Do not include multiple-outlet administrative entities (e.g., libraries with branches and that have the word "system" in their legal name) if the entity does not have an agreement with another autonomous library.
- 15 Legal Basis Code\*\* The legal basis is the type of local government structure within which the entity functions. It reflects the state or local law which authorizes the library.
- Select one of the following:
- CC—City/County  
CI—Municipal Government (city, town or village)  
CO—County/Parish  
LD—Library District (authority, board, commission)  
MJ—Multi-jurisdictional  
NL—Native American Tribal Government  
NP—Non-profit Association or Agency  
SD—School District  
OT—Other

CC—City/County. A multi-jurisdictional entity that is operated jointly by a county and a city.

CI—Municipal Government (city, town or village). A municipal government is an organized local government authorized in a state's constitution and statutes and established to provide general government for a specific concentration of population in a defined area.

CO—County/Parish. An organized local government authorized in a state's constitution and statutes and established to provide general government.

LD—Library District (authority, board, commission). This is a district, authority, board or commission authorized by state law to provide library services.

MJ—Multi-jurisdictional. An entity operated jointly by two or more units of local government under an intergovernmental agreement which creates a jointly appointed board or similar means of joint governance; to be distinguished from a library which contracts to serve other jurisdictions and from special library districts.

Note: Please put city/county combinations under 'CC', rather than under Multi-jurisdictional.

NL—Native American Tribal Government. An organized local government authorized and established to provide general government to residents of a Native American reservation.

Note: Include native Alaskan villages in this category.

NP—Non-profit Association or Agency. An entity privately controlled but meeting the statutory definition of a public library in a given state; includes association libraries.

SD—School District. An organized local entity providing public elementary, secondary, and/or higher education which, under state law, has sufficient administrative and fiscal autonomy to qualify as a separate government. Excludes "dependent public school systems" of county, municipal, township, or state governments.

OT—Other.

#### 16 Administrative Structure Code\*\*

This code identifies an autonomous library entity (administrative entity) that has its own governance and funding.

An administrative entity is the agency that is legally established under local or state law to provide public library service to the population of a local jurisdiction. The

administrative entity may have a single outlet, or it may have more than one outlet.

Select one of the following:

MA—Administrative Entity with Multiple Direct Service Outlets where Administrative Offices are Separate

MO—Administrative Entity with Multiple Direct Service Outlets where Administrative Offices are Not Separate

SO—Administrative Entity with a Single Direct Service Outlet

MA—Administrative Entity with Multiple Direct Service Outlets where Administrative Offices are Separate. An administrative entity that serves the public directly with two or more service outlets, including some combination of one central library, branch(es), bookmobile(s), and/or books-by-mail only. The administrative offices are separate from the direct service outlets and do not provide direct library services.

MO—Administrative Entity with Multiple Direct Service Outlets where Administrative Offices are Not Separate. An administrative entity that serves the public directly with two or more service outlets, including some combination of one central library, branch(es), bookmobile(s), and/or books-by-mail only.

SO—Administrative Entity with a Single Direct Service Outlet. An administrative entity that serves the public directly with one central library, books-by-mail only, or one bookmobile.

## 17 FSCS Public Library Definition

Answer <Y>es or <N>o to the following question: “Does this public library meet all the criteria of the FSCS public library definition?”

A public library is an entity that is established under state enabling laws or regulations to serve a community, district, or region, and that provides at least the following:

1. an organized collection of printed or other library materials, or a combination thereof;
2. paid staff;
3. an established schedule in which services of the staff are available to the public;
4. the facilities necessary to support such a collection, staff, and schedule; and
5. is supported in whole or in part with public funds.

Note: If the library meets all of the requirements of this definition, respond with a yes. If the library does not meet one or more of the requirements, respond with a <N>o.

## 18 Geographic Code\*\*

Choose from among the following types of readily available Census geography, one code that either exactly or most nearly describes the geographic area for which the public library has been established to offer services and from which (or on behalf of which) the library derives revenue, plus any areas served under contract for which the library is the primary service provider.

Note: The Population of the Legal Service Area (data element #22) should be reflected in the geographic code selected. For further clarification of municipal government, county/parish, and school district, refer to definitions under Legal Basis Code (data element #15). For further clarification of metropolitan area, see Metropolitan Status Code "NC—Metropolitan Area, but Not Within Central City Limits," (data element #10 in Appendix F—Outlet Data Element Definitions).

CI1—Municipal Government (city, town or village) (exactly)  
 CI2—Municipal Government (city, town or village) (most nearly)  
 CO1—County/Parish (exactly)  
 CO2—County/Parish (most nearly)  
 MA1—Metropolitan Area (exactly)  
 MA2—Metropolitan Area (most nearly)  
 MC1—Multi-County (exactly)  
 MC2—Multi-County (most nearly)  
 SD1—School District (exactly)  
 SD2—School District (most nearly)  
 OTH—Other

## 19 Legal Service Area Boundary Change\*

Answer <Y>es or <N>o to the following question: "Did the administrative entity's legal service area boundaries change since last year?"

Note: Changes are likely to result, for example, when a municipality annexes land, when one municipality in a county becomes either an independent city or its own county necessitating its exclusion from the first county's geography, or when an administrative entity contracts to provide public library service for some additional geographic area other than the geographic area for which it was established (e.g., a municipal library contracts to serve county residents).

20

(Reserved for future use.)

21

(Reserved for future use.)

## 22 Population of the Legal Service Area

The number of people in the geographic area for which a public library has been established to offer services and from which (or on behalf of which) the library derives revenue, plus any areas served under contract for which the library is the primary service provider.

Note: The determination of this population figure shall be the responsibility of the state library agency. This population figure should be based on the most recent official state population figures for jurisdictions in your state available from

the State Data Center. The State Data Coordinator should obtain these figures annually from the State Data Center or other official state sources.

23 Number of Central Libraries

This is one type of single outlet library (SO) or the library which is the operational center of a multiple-outlet library (MO or MA). Usually all processing is centralized here and the principal collections are housed here. Synonymous with main library.

Note: Each administrative entity may report either no central library or one central library. No administrative entity may report more than one central library. In the administrative entity file, this simply means reporting "0" or "1" for central library. Where two or more libraries are considered "centrals" for state or local purposes, one central library and one or more branch libraries should be reported to FSCS. If you wish to identify a central library in the outlet file, identify the library with the largest collection as the central library for FSCS purposes, and report all others as branches. Where there are several co-equal outlets and no principal collection, report all such outlets as branches, not central libraries.

24 Number of Branch Libraries

A branch library is an auxiliary unit of an administrative entity which has at least all of the following:

1. separate quarters;
2. an organized collection of library materials;
3. paid staff; and
4. regularly scheduled hours for being open to the public.

25 Number of Bookmobiles

A bookmobile is a traveling branch library. It consists of at least all of the following:

1. a truck or van that carries an organized collection of library materials;
2. paid staff; and
3. regularly scheduled hours (bookmobile stops) for being open to the public.

Note: Count the number of vehicles in use, not the number of stops the vehicle makes.

### **PAID STAFF (FULL-TIME EQUIVALENT)**

Report figures as of the last day of the fiscal year. Include all positions funded in the library's budget whether those positions are filled or not. To ensure comparable data, 40 hours per week has been set as the measure of full-time employment (FTE). For example, 60 hours per week of part-time work by employees in a staff category divided by the 40-hour measure equals 1.50 FTEs.

26 ALA-MLS

Librarians with master's degrees from programs of library and information studies accredited by the American Library Association.

- |                         |   |
|-------------------------|---|
| 27 Total Librarians     | Persons with the title of librarian who do paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspect. This data element also includes ALA-MLS (data element #26). |
| 28 All Other Paid Staff | This includes all other FTE employees paid from the reporting unit budget, including plant operations, security, and maintenance staff.   |
| 29 Total Paid Employees | This is the sum of total librarians (data element #27) and all other paid staff (data element #28).   |

**OPERATING REVENUE\*\***

Report revenue used for operating expenditures as defined below. Include federal, state, local, or other grants. DO NOT include revenue for major capital expenditures, contributions to endowments, revenue passed through to another agency (e.g., fines), or funds unspent in the previous fiscal year (e.g., carryover). (Funds transferred from one public library to another public library should be reported by only one of the public libraries. The State Data Coordinator shall determine which library will report these funds.)

- |                                 |   |
|---------------------------------|---|
| 30 Local Government Revenue**   | <p>This includes all local government funds designated by the community, district, or region and available for expenditure by the public library. Do not include the value of any contributed or in-kind services or the value of any gifts and donations, library fines, fees, or grants.</p> <p>Do not include state, federal, and other funds passed through local government for library use. Report these funds with state government revenue or federal government revenue, as appropriate.</p> |
| 31 State Government Revenue**   | <p>These are all funds distributed to public libraries by state government for expenditure by the public libraries, except for federal money distributed by the state. This includes funds from such sources as penal fines, license fees, and mineral rights.</p> <p>Note: If operating revenue from consolidated taxes is the result of state legislation, the revenue should be reported under state revenue (even though the revenue may be from multiple sources).</p>                           |
| 32 Federal Government Revenue** | This includes all federal government funds distributed to public libraries for expenditure by the public libraries, including federal money distributed by the state.   |
| 33 Other Operating Revenue**    | This is all operating revenue other than that reported under local, state, and federal (data elements #30, #31, and #32). Include, for example, monetary gifts and donations received in the current year, interest, library fines, fees for library services, or grants. Do not include the value of any contributed or in-kind services or the value of any non-monetary gifts and donations.   |

- 34 Total Operating Revenue\*\* This is the sum of local government revenue, state government revenue, federal government revenue, and other operating revenue (data elements #30 through #33).

**OPERATING EXPENDITURES\*\***

Operating expenditures are the current and recurrent costs necessary to support the provision of library services. Significant costs, especially benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy taxes) "on behalf of" the library may be included if the information is available to the reporting agency. Only such funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included. Do not report the value of free items as expenditures. Do not report estimated costs as expenditures. Do not report capital expenditures under this category.

**Staff Expenditures**

- 35 Salaries & Wages Expenditures This includes salaries and wages for all library staff (including plant operations, security, and maintenance staff) for the fiscal year. Include salaries and wages before deductions but exclude employee benefits.
- 36 Employee Benefits Expenditures These are the benefits outside of salaries and wages paid and accruing to employees (including plant operations, security, and maintenance staff), regardless of whether the benefits or equivalent cash options are available to all employees. Include amounts for direct paid employee benefits including Social Security, retirement, medical insurance, life insurance, guaranteed disability income protection, unemployment compensation, workmen's compensation, tuition, and housing benefits.
- 37 Total Staff Expenditures This is the sum of salaries and wages (data element #35) and employee benefits (data element #36).

**Collection Expenditures\*\***

This includes all operating expenditures from the library budget for materials in print, microform, electronic and other formats considered part of the collection, whether purchased, leased, or licensed. Exclude charges or fees for interlibrary loans and expenditures for document delivery.

- 38 Print Materials Expenditures\* Report all operating expenditures for the following print materials: books, serial back files, current serial subscriptions, government documents, and any other print acquisitions.
- 39 Electronic Materials Expenditures\*\* Report all operating expenditures for electronic (digital) materials. Types of electronic materials include e-books, e-serials (including journals), government documents, databases (including locally mounted, full text or not), electronic files, reference tools, scores, maps, or pictures in electronic or digital format, including materials digitized by the library. Electronic materials can be distributed on magnetic tape, diskettes, computer software, CD-ROM, or other portable digital carrier, and can be accessed via a computer, via access to the Internet, or by using an e-book reader. Include equipment expenditures that are inseparably

bundled into the price of the information service product. Include expenditures for materials held locally and for remote electronic materials for which permanent or temporary access rights have been acquired. Include expenditures for database licenses. [Note: Based on ISO 2789 definition.]

- 40 Other Materials Expenditures\* Report all operating expenditures for other materials, such as microform, audio, video, DVD, and materials in new forms.
- 41 Total Collection Expenditures\*\* This is the sum of all expenditures for print materials, electronic materials, and other materials (data elements #38, #39, and #40).
- 42 Other Operating Expenditures This includes all expenditures other than those for staff (data element #37) and collection (data element #41).
- Note: Include expenses such as binding, supplies, repair or replacement of existing furnishings and equipment, and costs incurred in the operation and maintenance of physical facilities.
- 43 Total Operating Expenditures This is the sum of total staff expenditures, total collection expenditures, and other operating expenditures (data elements #37, #41, and #42).

**CAPITAL**

- 44 Capital Revenue\* Report all revenue to be used for major capital expenditures. Examples include funds received for (a) site acquisition; (b) new buildings; (c) additions to or renovation of library buildings; (d) furnishings, equipment, and initial book stock for new buildings, building additions, or building renovations; (e) library automation systems; (f) new vehicles; and (g) other one-time major projects. Include federal, state, local, and other revenue to be used for major capital expenditures. Exclude revenue to be used for replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation. Exclude contributions to endowments, or revenue passed through to another agency (e.g., fines), or funds unspent in the previous fiscal year (e.g., carryover). Funds transferred from one public library to another public library should be reported by only one of the public libraries.
- 45 Capital Expenditures\*\* Report major capital expenditures (the acquisition of or additions to fixed assets). Examples include expenditures for (a) site acquisitions; (b) new buildings; (c) additions to or renovation of library buildings; (d) furnishings, equipment, and initial book stock for new buildings, building additions, or building renovations; (e) library automation systems; (f) new vehicles; and (g) other one-time major projects. Include federal, state, local, or other revenue used for major capital expenditures. Only funds that are supported by expenditure documents (e.g., invoices, contracts, payroll records, etc.) at the point of disbursement should be included. Estimated costs are not included. Exclude expenditures for replace-

ment and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation. Exclude contributions to endowments, or revenue passed through to another agency (e.g., fines). Funds transferred from one public library to another public library should be reported by only one of the public libraries.

## **LIBRARY COLLECTION\*\***

This section of the survey collects data on selected types of materials. It does not cover all materials. Under this category report only items the library has acquired as part of the collection and catalogued, whether purchased, leased, licensed, or donated as gifts.

### **46 Print Materials\*\***

Report a single figure that includes both of the following:

1. Books in print. Books are non-serial printed publications (including music and maps) that are bound in hard or soft covers, or in loose-leaf format. Include non-serial government documents. Report the number of physical units, including duplicates. For smaller libraries, if volume data are not available, count the number of titles. Books packaged together as a unit (e.g., a 2-volume set) and checked out as a unit are counted as one physical unit.
2. Serial back files in print. Serials are publications issued in successive parts, usually at regular intervals, that are intended to be continued indefinitely. Serials include periodicals (magazines); newspapers; annuals (reports, yearbooks, etc.); journals, memoirs, proceedings, and transactions of societies; and numbered monographic series. Government documents and reference tools are often issued as serials. Except for the current volume, count unbound serials as a volume when the library has at least half of the issues in a publisher's volume. Report the number of physical units, including duplicates. For smaller libraries, if volume data are not available, count the number of titles. Serials packaged together as a unit (e.g., a 2-volume serial monograph) and checked out as a unit are counted as one physical unit.

### **47 Electronic Books (E-Books)\***

E-books are digital documents (including those digitized by the library), licensed or not, where searchable text is prevalent, and which can be seen in analogy to a printed book (monograph). Include non-serial government documents. E-books are loaned to users on portable devices (e-book readers) or by transmitting the contents to the user's personal computer for a limited time. Include e-books held locally and remote e-books for which permanent or temporary access rights have been acquired. Report the number of physical or electronic units, including duplicates, for all outlets. For smaller libraries, if volume data are not available, the number of titles may be counted. E-books packaged together as a unit (e.g., multiple titles on a single e-book reader) and checked out as a unit are counted as one unit.

Note: Under this category report only items the library has selected as part of the collection and made accessible through the library's Online Public Access Catalog (OPAC).

48 Audio\*\*

These are materials on which sounds (only) are stored (recorded) and that can be reproduced (played back) mechanically, electronically, or both. Include records, audiocassettes, audio cartridges, audio discs (including audio-CD-ROMs), audio-reels, talking books, and other sound recordings.

Report the number of physical units, including duplicates. For smaller libraries, if physical unit data are not available, count the number of titles. Items packaged together as a unit (e.g., two audiocassettes for one recorded book) and checked out as a unit are counted as one physical unit.

49 Video\*\*

These are materials on which moving pictures are recorded, with or without sound. Electronic playback reproduces pictures, with or without sound, using a television receiver or monitor. Video formats may include tape, DVD, CD-ROM, etc.

Report the number of physical units, including duplicates. For smaller libraries, if physical unit data are not available, count the number of titles. Items packaged together as a unit (e.g., two video cassettes for one movie) and checked out as a unit are counted as one physical unit.

50 Databases\*

Report the number of databases (including locally mounted or remote, full-text or not) for which temporary or permanent access rights have been acquired. A database is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts) with a common user interface and software for the retrieval and manipulation of the data.

Note: The data or records are usually collected with a particular intent and relate to a defined topic. A database may be issued on CD-ROM, diskette, or other direct access method, or as a computer file accessed via dial-up methods or via the Internet. Include such services as EBSCO Host and OCLC FirstSearch, but do not include other electronic serial databases (e.g., Project MUSE, OCLC ECO Project).

Report the number of database licenses (subscription or one-time purchases). Each licensed database product is counted individually even if access to several licensed database products is supported through the same interface (e.g., ProQuest, OCLC FirstSearch).

**Current Serial Subscriptions\*\***

Current serial subscriptions are arrangements by which, in return for a sum paid in advance, serials are provided for a specified number of issues. Include current serial subscriptions in print, electronic, and digital formats.

- |   |  |
|---|--|
| 51 Current Print Serial Subscriptions**     | Report the number of current print serial subscriptions, including duplicates, for all outlets. Examples of serials are periodicals (magazines), newspapers, annuals, some government documents, some reference tools, and numbered monographic series.  |
| 52 Current Electronic Serial Subscriptions* | Report the number of current electronic, electronic and other format, and digital serial subscriptions (e-serials, e-journals), including duplicates, for all outlets. Examples include periodicals (magazines), newspapers, annuals, some government documents, some reference tools, and numbered monographic series distributed in the following ways: (a) via the Internet (e.g., HTML, PDF, JPEG, or compressed file formats such as zipped files), (b) on CD-ROM or other portable digital carrier, (c) on databases (including locally mounted databases), and (d) on diskettes or magnetic tapes. Electronic serial subscriptions include serials held locally or remote resources that the library has authorization to access, including those available through statewide or consortia agreements. Do not include subscriptions to indexing and abstracting databases that include full-text serial content (e.g., EBSCO Host, ProQuest, OCLC FirstSearch). |

**SERVICES**

- |                                  |  |
|----------------------------------|--|
| 53 Public Service Hours Per Year | <p>This is the sum of annual public service hours for outlets.</p> <p>Note: Include the hours open for public service for centrals (data element #23), branches (data element #24), bookmobiles (data element #25), and books-by-mail only. For each bookmobile, count only the hours during which the bookmobile is open to the public. For Administrative Entities that offer ONLY books-by-mail service, count the hours that the outlet is staffed for service. Minor variations in scheduled public service hours need not be included, however, extensive hours closed to the public due to natural disasters or other events should be excluded even if the staff is scheduled to work.</p> |
| 54 Library Visits                | <p>This is the total number of persons entering the library for whatever purpose during the year.</p> <p>Note: If an actual count of visits is unavailable, determine an annual estimate by counting visits during a typical week in October and multiplying the count by 52. A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holiday times, vacation periods for key staff, or days when unusual events are taking place in the community or the library. Choose a week in which the library is open its regular hours. Include seven consecutive calendar days,</p>  |

from Sunday through Saturday (or whenever the library is usually open).

55 Reference Transactions\*\*

A reference transaction is an information contact which involves the knowledge, use, recommendations, interpretation, or instruction in the use of one or more information sources by a member of the library staff. It includes information and referral services. Information sources include printed and non-printed materials, machine-readable databases, catalogs and other holdings records, and, through communication or referral, other libraries and institutions and people inside and outside the library. The request may come in person, by phone, by fax, mail, electronic mail, or through live or networked electronic reference service from an adult, a young adult, or a child.

Do not count directional transactions or questions of rules or policies. Examples of directional transactions are "Where are the children's books?" and "I'm looking for a book with the call number 811.2G." An example of a question of rules or policies is "Are you open until 9:00 tonight?"

Note: If an annual count of reference transactions is unavailable, determine an annual estimate by counting reference transactions during a typical week in October and multiply the count by 52. A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holiday times, vacation periods for key staff, or days when unusual events are taking place in the community or in the library. Choose a week in which the library is open its regular hours. Include seven consecutive calendar days, from Sunday through Saturday (or whenever the library is usually open).

56 Total Circulation

The total annual circulation of all library materials of all types, including renewals.

Note: Count all materials in all formats that are charged out for use outside the library. Interlibrary loan transactions included are only items borrowed for users. Do not include items checked out to another library.

## INTER-LIBRARY LOANS

57 Provided To\*\*

These are library materials, or copies of the materials, provided by one autonomous library to another upon request. The libraries involved in interlibrary loans are not under the same library administration. These data are reported as annual figures.

58 Received From\*\*

These are library materials, or copies of the materials, received by one autonomous library from another upon request. The libraries involved in interlibrary loans are not under the same library administration. These data are reported as annual figures.

### CHILDREN'S SERVICES

- |    |                                     |  |
|----|-------------------------------------|--|
| 59 | Circulation of Children's Materials | The total annual circulation of all children's materials in all formats to all users. It includes renewals.  |
| 60 | Children's Program Attendance       | The count of the audience at all programs for which the primary audience is children. Includes adults who attend programs intended primarily for children. |

Note: *Output Measures for Public Library Service to Children; A Manual of Standardized Procedures* (ALA, 1992) defines children as persons age 14 and under.

### OTHER ELECTRONIC INFORMATION

- |    |  |  |
|----|--|--|
| 61 | Number of Internet Terminals<br>Used by General Public** | Report the number of Internet terminals (personal computers (PCs), dumb terminals, and laptops), whether purchased, leased or donated, used by the general public in the library.  |
| 62 | Number of Users of Electronic<br>Resources Per Year**    | Report the annual number of users of electronic resources in the library. Electronic resources include, but are not limited to, Internet (WWW, email, Telnet, other), online indexes, CD-ROM reference materials, software, and the online catalog. Do not include staff use of these resources. |

Note: The number of users may be counted manually, using registration logs. Count each user that uses electronic resources, regardless of the amount of time spent on the computer. A user who uses the library's electronic resources three times a year would count as three customers. Software such as "Historian" can also be used to track the number of users at each public terminal. If the data element is collected as a weekly figure, multiply that figure by 52 to annualize it.

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\* New data element.

\*\* Data element name, category, definition, or note was revised.

Note: See section 1.3 for a complete list of the survey revisions. Some of the data element names that appear on the WinPLUS data entry screens are abbreviated.

## Appendix F—Outlet Data Element Definitions

#	Data Element Name	Data Element Definition
1A	FSCS ID (Automatic Display)	This is the identification code assigned by NCES. Outlets are assigned the same FSCS ID as the administrative entity to which they belong, with a unique three-digit suffix added to distinguish each outlet.
01	LIB ID (Optional)	This is the state-assigned identification code for the outlet.
02	Name**	<p>This is the name of the outlet.</p> <p>Note: Provide the name of the outlet. Do not use acronyms. Do not abbreviate the name unless it exceeds the WinPLUS field length of 60 characters. Avoid abbreviations at the beginning of the name and do not punctuate abbreviations. (See Appendix Q—Standard Abbreviations for WinPLUS.)</p>
03	Street Address	<p>This is the complete street address of the outlet.</p> <p>Note: Do not report a post office box or general delivery. For a bookmobile that operates from an administrative entity, branch, or central library, report the address of the administrative entity, branch or central library from which it operates. For a bookmobile that is itself the administrative entity, report the address where the bookmobile is parked at night.</p>
04	City	This is the city or town in which the outlet is located.
05	Zip	This is the standard five-digit postal zip code for the street address of the outlet.
06	Zip4	This is the four-digit postal zip code extension for the street address of the outlet.
07	County of the Outlet	This is the county in which the outlet is located.
08	Phone	<p>This is the telephone number of the outlet, including area code.</p> <p>Note: Report telephone number without spacing or punctuation. If the outlet has no phone, enter “-3” (for Not Applicable).</p>
09	Outlet Type Code	<p>An outlet is a unit of an administrative entity that provides direct public library service.</p> <p>Select one of the following:</p> <p>BM—Books-by-Mail Only  BR—Branch Library  BS—Bookmobile(s)  CE—Central Library</p>

BM—Books-by-Mail Only. A direct mail order service which provides books and other library materials. Books-by-mail typically serves rural residents, the disabled, the homebound, and others without access to another type of public library outlet. Requests for materials are usually received by mail and by telephone only. Only books-by-mail services that are housed separately from any other type of direct public service outlet (that is, central library, branches, or bookmobiles) should be coded here.

BR—Branch Library. A branch library is an auxiliary unit of an administrative entity which has at least all of the following:

1. separate quarters;
2. an organized collection of library materials;
3. paid staff; and
4. regularly scheduled hours for being open to the public.

BS—Bookmobile(s). A bookmobile is a traveling branch library. It consists of at least all of the following:

1. a truck or van that carries an organized collection of library materials;
2. a paid staff; and
3. regularly scheduled hours (bookmobile stops) for being open to the public.

Note: A separate outlet record may be created for each bookmobile. You may wish to create separate outlet records for individual bookmobiles if (1) they have different addresses and/or (2) they have different Metropolitan Status Codes. Alternatively, a bookmobile outlet record may include more than one bookmobile.

CE—Central Library. This is one type of single outlet library (SO) or the library which is the operational center of a multiple-outlet library (MO or MA). Usually all processing is centralized here and the principal collections are housed here. Synonymous with main library.

Note: Each administrative entity may report either no central library or one central library. No administrative entity may report more than one central library. If you wish to identify a central library in the outlet file, identify the library with the largest collection as the central library for FSCS purposes, and report all others as branches. Where there are several co-equal outlets and no principal collection, report all such outlets as branches, not central libraries.

- 10 Metropolitan Status Code
- Select one of the following. Bookmobiles should report the code which best describes their primary service area.
- CC—Within the City Limits of the Central City of a Metropolitan Area.  
NC—Metropolitan Area, but Not Within Central City Limits.  
NO—Not in a Metropolitan Area.  
M—Missing (Unknown, Not Reported)
- Note: Contact the State Data Center for specific information about Metropolitan Areas in your state.
- CC—Central City. The largest central city and, in some cases, up to two additional central cities are included in the title of the Metropolitan Area; there also are central cities that are not included in a Metropolitan Area title. A Metropolitan Area central city does not include any part of that city that extends outside the Metropolitan Area boundary.
- NC—Metropolitan Area, but not within central city limits. A large population nucleus, together with adjacent communities that have a high degree of economic and social integration with that nucleus. Some Metropolitan Areas are defined around two or more nuclei. Each Metropolitan Area must contain a place with a minimum population of 50,000 or a Census Bureau-defined urbanized area and a total Metropolitan Area population of at least 100,000 (75,000 in New England). A Metropolitan Area comprises one or more central counties. (Independent cities are considered county equivalents.) A Metropolitan Area may also include one or more outlying counties that have close economic and social relationships with the central county. An outlying county must have a specified level of commuting to the central counties and also must meet certain standards regarding metropolitan character, such as population density, urban population, and population growth. In New England, Metropolitan Areas are composed of cities and towns rather than whole counties.
- 11 Square Footage of Outlet
- Provide the area, in square feet, of the public library outlet (central library or branch). Report the total area in square feet for each library outlet (central library or branch) separately. This is the area on all floors enclosed by the outer walls of the library outlet. Include all areas occupied by the library outlet, including those areas off-limits to the public. Include any areas shared with another agency or agencies if the outlet has use of that area.
- 12 Number of Bookmobiles in the Bookmobile Outlet Record
- The number of bookmobiles in the bookmobile outlet record.
- Note: A bookmobile outlet record may include one or more bookmobiles. Complete this data element only if the outlet record is of the type BS—Bookmobile(s) (see outlet data element #9). A bookmobile is a traveling branch library. It consists of at least all of the following:

1. a truck or van that carries an organized collection of library materials;
2. a paid staff; and
3. regular scheduled hours (bookmobile stops) for being open to the public. Count vehicles in use, not the number of stops the vehicle makes.

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\*\* Note revised.

### Appendix G—Current-Year Edit Checks

No.	EDIT MESSAGE	EDIT CONDITION
01	Most data fields contain –2 or equivalent. No other edits performed.	A numeric entry of –2 is not valid. Please use ‘–1’ to denote not collected, not available or not reported.
02	An invalid number or character was used, so the record was not imported.	An invalid number or character was entered, resulting in this record being canceled during the import process. Please correct the problem, and re-import if necessary.
03	No LIB ID provided. WinPLUS will create one for you.	This item has been left blank. WinPLUS will automatically assign a system-generated LIB ID.
04	Library NAME is –2	NAME (data element #02 on the administrative entity screen or outlet screen) is –2.
05	ADDRESS is –2	ADDRESS (data element #03 on the administrative entity screen or outlet screen) is –2.
06	CITY is –2	CITY (data element #04 on the administrative entity screen or outlet screen) is –2.
07	ZIP is –2 or is not valid	ZIP (data element #05 on the administrative entity screen or outlet screen) is –2 or is not a valid 5-digit number.
08	ZIP4 (ZIP+4) is –2 or is not valid	ZIP4 (data element #06 on the administrative entity screen or outlet screen) is –2 or is not a valid 4-digit number.
09	Mailing ADDRESS is –2	The mailing ADDRESS (data element #07 on the administrative entity screen) is –2.
10	Mailing CITY is –2	The mailing CITY (data element #08 on the administrative entity screen) is –2.
11	Mailing ZIP is –2 or is not valid	The ZIP code of the mailing address (data element #09 on the administrative entity screen) is –2 or is not a valid 5-digit number.
12	Mailing ZIP4 (ZIP+4) is –2 or is not valid	The ZIP4 code of the mailing address (data element #10 on the administrative entity screen) is –2 or is not a valid 4-digit number.
13	COUNTY is –2	COUNTY (data element #11 on the administrative entity screen or data element #07 on the outlet screen) is –2.
14	PHONE number is –2 or is not valid	PHONE (data element #12 on the administrative entity screen or data element #08 on the outlet screen) is –2 or is not a valid 10-digit number.
15	WEB ADDRESS is –2 or is not valid	WEB ADDRESS (data element #13 on the administrative entity screen) is –2 or is not valid.
16	INTERLIBRARY RELATIONSHIP CODE is –2 or is not a valid code	INTERLIBRARY RELATIONSHIP CODE (data element #14 on the administrative entity screen) is –2 or is not a valid code.
17	LEGAL BASIS CODE is –2 or is not a valid code	LEGAL BASIS CODE (data element #15 on the administrative entity screen) is –2 or is not a valid code.

No.	EDIT MESSAGE	EDIT CONDITION
18	ADMINISTRATIVE STRUCTURE CODE is -2 or is not a valid code	ADMINISTRATIVE STRUCTURE CODE (data element #16 on the administrative entity screen) is -2 or not a valid code.
19	FSCS PUBLIC LIBRARY is -2 or is not a valid code	FSCS PUBLIC LIBRARY (data element #17 on the administrative entity screen) is not a valid code.
20	GEOCODE is -2 or is not a valid code	GEOGRAPHIC CODE (data element #18 on the administrative entity screen) is -2 or is not a valid code.
21	LSA BOUNDARY CHANGE IS -2 or is not a valid code.	LSA BOUNDARY CHANGE (data element #19 on the administrative entity screen) is -2 or is not a valid code.
22	GEOGRAPHIC CODE changed from prior year and LEGAL SERVICE AREA BOUNDARY CHANGE is "NO"	GEOGRAPHIC CODE (data element #18 on the administrative entity screen) changed from prior year and LEGAL SERVICE AREA BOUNDARY CHANGE (data element #19 on the administrative entity screen) is "NO".
23	POPULATION OF LEGAL SERVICE AREA is less than or equal to 0	POPULATION OF LEGAL SERVICE AREA (data element #22 on the administrative entity screen) is -2, -1, or 0.
24	NUMBER OF CENTRALS is not equal to the number of central outlet records	NUMBER OF CENTRALS (data element #23 on the administrative entity screen) is not equal to the number of outlets coded as 'CE' OUTLET TYPE CODE (data element #09 on the outlet screen).
25	CENTRALS is greater than 1	CENTRALS (data element #23 on the administrative entity screen) is greater than 1. Note: CENTRALS cannot be greater than 1.
26	NUMBER OF BRANCHES is not equal to the number of branch outlet records	NUMBER OF BRANCHES (data element #24 on the administrative entity screen) is not equal to the number of outlets coded as 'BR' OUTLET TYPE CODE (data element #09 on the outlet screen).
27	NUMBER OF BOOKMOBILES is not equal to the number of bookmobiles in outlet records coded 'BS'	NUMBER OF BOOKMOBILES (data element #25 on the administrative entity screen) is not equal to the NUMBER OF BOOKMOBILES (data element #12 on the outlet screen) in outlet records coded as 'BS' OUTLET TYPE CODE (data element #09 on the outlet screen).
28	No SERVICE OUTLETS are shown	The ADMINISTRATIVE STRUCTURE CODE (data element #16 on the administrative entity screen) is 'MA', 'MO', or 'SO' and the sum of CENTRALS (data element #23 on the administrative entity screen), BRANCHES (data element #24 on the administrative entity screen), BOOKMOBILES (data element #25 on the administrative entity screen), and BOOKS-BY-MAIL ONLY (# of outlet records with data element #09 = BM) is 0.
29	ADMINISTRATIVE STRUCTURE CODE is 'SO' and total number of service outlets is not equal to 1	ADMINISTRATIVE STRUCTURE CODE (data element #16 on the administrative entity screen) is 'SO' and total number of service outlets (data elements #23, #24, and #25 on the administrative entity screen), and BOOKS-BY-MAIL ONLY (# of outlet records with data element #09 = BM) is not equal to 1.
30	ADMINISTRATIVE STRUCTURE CODE is 'MA' or 'MO' and the total number of service outlets is less than or equal to 1	The ADMINISTRATIVE STRUCTURE CODE (data element #16 on the administrative entity screen) is 'MA' or 'MO' and the total number of service outlets (data elements #23, #24, and #25 on the administrative entity screen), and BOOKS-BY-MAIL ONLY (# of outlet records with data element #09 = BM) is less than 2.

No.	EDIT MESSAGE	EDIT CONDITION
31	ALA-MLS is -2	ALA-MLS librarians (data element #26 on the administrative entity screen) is -2.
32	ALA-MLS is greater than TOTAL LIBRARIANS	The number of ALA-MLS librarians (data element #26 on the administrative entity screen) is greater than TOTAL LIBRARIANS (data element #27 on the administrative entity screen).
33	TOTAL LIBRARIANS is -2	TOTAL LIBRARIANS (data element #27 on the administrative entity screen) is -2.
34	OTHER PAID EMPLOYEES is -2	OTHER PAID EMPLOYEES (data element #28 on the administrative entity screen) is -2.
35	TOTAL PAID EMPLOYEES is 0 or -2	TOTAL PAID EMPLOYEES (data element #29 on the administrative entity screen) is 0 or -2.
36	TOTAL PAID EMPLOYEES is not equal to the sum of its parts	TOTAL PAID EMPLOYEES (data element #29 on the administrative entity screen) is not equal to the sum of TOTAL LIBRARIANS (data element #27 on the administrative entity screen) and OTHER PAID EMPLOYEES (data element #28 on the administrative entity screen).
37	TOTAL PAID EMPLOYEES but no TOTAL STAFF EXPENDITURES	TOTAL PAID EMPLOYEES (data element #29 on the administrative entity screen) is greater than 0 and TOTAL STAFF EXPENDITURES (data element #37 on the administrative entity screen) equals 0.
38	TOTAL STAFF EXPENDITURES but no TOTAL PAID EMPLOYEES	TOTAL STAFF EXPENDITURES (data element #37 on the administrative entity screen) is greater than 0 and TOTAL PAID EMPLOYEES (data element #29 on the administrative entity screen) equals 0.
39	TOTAL LIBRARIANS is reported and equals TOTAL PAID EMPLOYEES and OTHER PAID EMPLOYEES is not equal to zero	If TOTAL LIBRARIANS (data element #27 on the administrative entity screen) is equal to TOTAL PAID EMPLOYEES (data element #29 on the administrative entity screen), OTHER PAID EMPLOYEES (data element #28 on the administrative entity screen) should equal zero.
40	OTHER PAID EMPLOYEES is reported and equals TOTAL PAID EMPLOYEES and TOTAL LIBRARIANS is not equal to zero	If OTHER PAID EMPLOYEES (data element #28 on the administrative entity screen) is equal to TOTAL PAID EMPLOYEES (data element #29 on the administrative entity screen), TOTAL LIBRARIANS (data element #27 on the administrative entity screen) should equal zero.
41	TOTAL LIBRARIANS and OTHER PAID EMPLOYEES are reported and TOTAL PAID EMPLOYEES is less than zero	TOTAL LIBRARIANS (data element #27 on the administrative entity screen) and OTHER PAID EMPLOYEES (data element #28 on the administrative entity screen) are reported but TOTAL PAID EMPLOYEES (data element #29 on the administrative entity screen) is unknown.
42	TOTAL PAID EMPLOYEES is equal to zero and TOTAL LIBRARIANS or OTHER PAID EMPLOYEES are not equal to zero	TOTAL PAID EMPLOYEES (data element #29 on the administrative entity screen) is equal to zero but TOTAL LIBRARIANS (data element #27 on the administrative entity screen) or OTHER PAID EMPLOYEES (data element #28 on the administrative entity screen) are reported as other than zero.
43	LOCAL GOVERNMENT REVENUE is -2	LOCAL GOVERNMENT REVENUE (data element #30 on the administrative entity screen) is -2.

No.	EDIT MESSAGE	EDIT CONDITION
44	STATE GOVERNMENT REVENUE is -2	STATE GOVERNMENT REVENUE (data element #31 on the administrative entity screen) is -2.
45	FEDERAL GOVERNMENT REVENUE is -2	FEDERAL GOVERNMENT REVENUE (data element #32 on the administrative entity screen) is -2.
46	OTHER REVENUE is -2	OTHER REVENUE (data element #33 on the administrative entity screen) is -2.
47	TOTAL OPERATING REVENUE is 0 or -2	TOTAL OPERATING REVENUE (data element #34 on the administrative entity screen) is 0 or -2. If all of the four parts were entered, a total would have been automatically calculated.
48	TOTAL OPERATING REVENUE is not equal to the sum of the parts	TOTAL OPERATING REVENUE (data element #34 on the administrative entity screen) is not equal to the sum of LOCAL GOVERNMENT (data element #30 on the administrative entity screen), STATE GOVERNMENT (data element #31 on the administrative entity screen), FEDERAL GOVERNMENT (data element #32 on the administrative entity screen) and OTHER REVENUE (data element #33 on the administrative entity screen).
49	LOCAL, STATE, and FEDERAL GOVERNMENT REVENUE are reported and equal TOTAL OPERATING REVENUE and OTHER OPERATING REVENUE is not equal to zero	The sum of LOCAL, STATE, and FEDERAL GOVERNMENT REVENUE (data elements #30, #31 and #32 on the administrative entity screen) equals TOTAL OPERATING REVENUE (data element #34 on the administrative entity screen) but OTHER OPERATING REVENUE (data element #33 on the administrative entity screen) is not zero.
50	LOCAL GOV, FEDERAL GOV, and OTHER OPERATING REVENUE are reported and equal TOTAL OPERATING REVENUE and STATE GOVERNMENT REVENUE is not equal to zero	The sum of LOCAL GOVERNMENT, FEDERAL GOVERNMENT and OTHER OPERATING REVENUE (data elements #30, #32 and #33 on the administrative entity screen) equals TOTAL OPERATING REVENUE (data element #34 on the administrative entity screen) but STATE GOVERNMENT REVENUE (data element #31 on the administrative entity screen) is not zero.
51	LOCAL GOV, STATE GOV, and OTHER OPERATING REVENUE are reported and equal TOTAL OPERATING REVENUE and FEDERAL GOVERNMENT REVENUE is not equal to zero	The sum of LOCAL GOVERNMENT, STATE GOVERNMENT and OTHER OPERATING REVENUE (data elements #30, #31 and #33 on the administrative entity screen) equals TOTAL OPERATING REVENUE (data element #34 on the administrative entity screen) but FEDERAL GOVERNMENT REVENUE (data element #32 on the administrative entity screen) is not zero.
52	STATE GOV, FEDERAL GOV, and OTHER OPERATING REVENUE are reported and equal TOTAL OPERATING REVENUE and LOCAL GOVERNMENT REVENUE is not equal to zero	The sum of STATE GOVERNMENT, FEDERAL GOVERNMENT and OTHER OPERATING REVENUE (data elements #31, #32 and #33 on the administrative entity screen) equals TOTAL OPERATING REVENUE (data element #34 on the administrative entity screen) but LOCAL GOVERNMENT REVENUE (data element #30 on the administrative entity screen) is not zero.
53	OTHER OPERATING REVENUE is reported and equals TOTAL OPERATING REVENUE and LOCAL, STATE, or FEDERAL GOVERNMENT REVENUE are not equal to zero	OTHER OPERATING REVENUE (data element #33 on the administrative entity screen) is reported as equal to TOTAL OPERATING REVENUE (data element #34 on the administrative entity screen) but at least one other source of revenue is reported as other than zero.

No.	EDIT MESSAGE	EDIT CONDITION
54	FEDERAL GOVERNMENT REVENUE is reported and equals TOTAL OPERATING REVENUE and LOCAL GOVERNMENT, STATE GOVERNMENT, or OTHER OPERATING REVENUE are not equal to zero	FEDERAL GOVERNMENT REVENUE (data element #32 on the administrative entity screen) is reported as equal to TOTAL OPERATING REVENUE (data element #34 on the administrative entity screen) but at least one other source of revenue is reported as other than zero.
55	LOCAL GOVERNMENT REVENUE is reported and equals TOTAL OPERATING REVENUE and STATE GOVERNMENT, FEDERAL GOVERNMENT, or OTHER OPERATING REVENUE are not equal to zero	LOCAL GOVERNMENT REVENUE (data element #30 on the administrative entity screen) is reported as equal to TOTAL OPERATING REVENUE (data element #34 on the administrative entity screen) but at least one other source of revenue is reported as other than zero.
56	STATE GOVERNMENT REVENUE is reported and equals TOTAL OPERATING REVENUE and LOCAL GOVERNMENT, FEDERAL GOVERNMENT, or OTHER OPERATING REVENUE are not equal to zero	STATE GOVERNMENT REVENUE (data element #31 on the administrative entity screen) is reported as equal to TOTAL OPERATING REVENUE (data element #34 on the administrative entity screen) but at least one other source of revenue is reported as other than zero.
57	LOCAL GOVERNMENT and STATE GOVERNMENT REVENUE are reported and equal TOTAL OPERATING REVENUE and FEDERAL GOVERNMENT or OTHER OPERATING REVENUE are not equal to zero	The sum of LOCAL and STATE GOVERNMENT REVENUE (data elements #30 and #31 on the administrative entity screen) is equal to TOTAL OPERATING REVENUE (data element #34 on the administrative entity screen) but at least one other source of revenue is reported as other than zero.
58	STATE GOVERNMENT and OTHER OPERATING REVENUE are reported and equal TOTAL OPERATING REVENUE and LOCAL GOVERNMENT or FEDERAL GOVERNMENT REVENUE are not equal to zero	The sum of STATE GOVERNMENT and OTHER OPERATING REVENUE (data elements #31 and #33 on the administrative entity screen) is equal to the TOTAL OPERATING REVENUE (data element #34 on the administrative entity screen) but at least one other source of revenue is reported as other than zero.
59	LOCAL GOVERNMENT and OTHER OPERATING REVENUE are reported and equal TOTAL OPERATING REVENUE and STATE GOVERNMENT or FEDERAL GOVERNMENT REVENUE are not equal to zero	The sum of LOCAL GOVERNMENT REVENUE and OTHER OPERATING REVENUE (data elements #30 and #33 on the administrative entity screen) is equal TOTAL OPERATING REVENUE (data element #34 on the administrative entity screen) but at least one other source of revenue is reported as other than zero.
60	FEDERAL GOVERNMENT and OTHER OPERATING REVENUE are reported and equal TOTAL OPERATING REVENUE and LOCAL GOVERNMENT or STATE GOVERNMENT REVENUE are not equal to zero	The sum of FEDERAL GOVERNMENT REVENUE and OTHER OPERATING REVENUE (data elements #32 and #33 on the administrative entity screen) is equal to the TOTAL OPERATING REVENUE (data element #34 on the administrative entity screen) but at least one other source of revenue is reported as other than zero.
61	STATE GOVERNMENT and FEDERAL GOVERNMENT REVENUE are reported and equal TOTAL OPERATING REVENUE and LOCAL GOVERNMENT or OTHER OPERATING REVENUE are not equal to zero	The sum of STATE and FEDERAL GOVERNMENT REVENUE (data elements #31 and #32 on the administrative entity screen) is equal to TOTAL OPERATING REVENUE (data element #34 on the administrative entity screen) but at least one other source of revenue is reported as other than zero.
62	LOCAL GOVERNMENT and FEDERAL GOVERNMENT REVENUE are reported and equal TOTAL OPERATING REVENUE and STATE GOVERNMENT or OTHER OPERATING REVENUE are not equal to zero	The sum of LOCAL and FEDERAL GOVERNMENT REVENUE (data elements #30 and #32 on the administrative entity screen) is equal to TOTAL OPERATING REVENUE (data element #34 on the administrative entity screen) but at least one other source of revenue is reported as other than zero.

No.	EDIT MESSAGE	EDIT CONDITION
63	TOTAL OPERATING REVENUE is less than 75% of TOTAL OPERATING EXP	TOTAL OPERATING REVENUE (data element #34 on the administrative entity screen) is less than 75% of TOTAL OPERATING EXPENDITURES (data element #43 on the administrative entity screen).
64	SALARIES & WAGES EXPENDITURES is -2	SALARIES & WAGES EXPENDITURES (data element #35 on the administrative entity screen) is -2.
65	EMPLOYEE BENEFITS is -2	EMPLOYEE BENEFITS (data element #36 on the administrative entity screen) is -2.
66	TOTAL STAFF EXPENDITURES is 0 or -2	TOTAL STAFF EXPENDITURES (data element #37 on the administrative entity screen) is 0 or -2. If both of the parts were entered, a total would have been automatically calculated.
67	TOTAL STAFF EXPENDITURES is not equal to the sum of the parts	TOTAL STAFF EXPENDITURES (data element #37 on the administrative entity screen) is not equal to the sum of SALARIES & WAGES EXPENDITURES (data element #35 on the administrative entity screen) and EMPLOYEE BENEFITS (data element #36 on the administrative entity screen).
68	FSCS PUBLIC LIBRARY but TOTAL STAFF EXPENDITURES equals 0	FSCS PUBLIC LIBRARY (data element #17 on the administrative entity screen) is 'Yes' but TOTAL STAFF EXPENDITURES (data element #37 on the administrative entity screen) is equal to 0.
69	SALARIES & WAGES EXP is reported and is equal to TOTAL STAFF EXPENDITURES and EMPLOYEE BENEFITS is not equal to zero	SALARIES & WAGES EXPENDITURES (data element #35 on the administrative entity screen) equals TOTAL STAFF EXPENDITURES (data element #37 on the administrative entity screen) but EMPLOYEE BENEFITS (data element #36 on the administrative entity screen) is not zero.
70	EMPLOYEE BENEFITS is reported and is equal to TOTAL STAFF EXPENDITURES and SALARIES & WAGES EXP is not equal to zero	EMPLOYEE BENEFITS (data element #36 on the administrative entity screen) equals TOTAL STAFF EXPENDITURES (data element #37 on the administrative entity screen) but SALARIES & WAGES EXPENDITURES (data element #35 on the administrative entity screen) is not zero.
71	SALARIES & WAGES EXP and EMPLOYEE BENEFITS are greater than -1 and TOTAL STAFF EXPENDITURES is less than zero	SALARIES & WAGES EXPENDITURES (data element #35 on the administrative entity screen) and EMPLOYEE BENEFITS (data element #36 on the administrative entity screen) are reported but TOTAL STAFF EXPENDITURES (data element #37 on the administrative entity screen) is unknown.
72	TOTAL STAFF EXPENDITURES equals zero and SALARIES & WAGES EXP or EMPLOYEE BENEFITS are not equal to zero	TOTAL STAFF EXPENDITURES (data element #37 on the administrative entity screen) are reported as zero but SALARIES & WAGES EXPENDITURES (data element #35 on the administrative entity screen) or EMPLOYEE BENEFITS (data element #36 on the administrative entity screen) are not equal to zero.
73	PRINT MATERIALS EXP is -2	PRINT MATERIALS EXP (data element #38 on the administrative entity screen) is -2.
74	ELECTRONIC MATERIALS EXPENDITURES is -2	ELECTRONIC MATERIALS EXP (data element #39 on the administrative entity screen) is -2.
75	OTHER MATERIALS EXPENDITURES is -2	OTHER MATERIALS EXP (data element #40 on the administrative entity screen) is -2.

No.	EDIT MESSAGE	EDIT CONDITION
76	TOTAL COLLECTION EXPENDITURES is -2	TOTAL COLLECTION EXP (data element #41 on the administrative entity screen) is -2.
77	PRINT MATERIAL EXP is reported and is equal to TOTAL COLLECTION EXP and ELECTRONIC MATERIAL EXP or OTHER MATERIAL EXP is not equal to zero.	PRINT MATERIALS EXP (data element #38 on the administrative entity screen) is reported as equal to TOTAL COLLECTION EXPENDITURES (data element #41 on the administrative entity screen) but at least one other part of collection expenditures is reported as other than zero.
78	ELECTRONIC MATERIAL EXP is reported and is equal to TOTAL COLLECTION EXP and PRINT MATERIAL EXP or OTHER MATERIAL EXP is not equal to zero	ELECTRONIC MATERIALS EXPENDITURES (data element #39 on the administrative entity screen) is reported as equal to TOTAL COLLECTION EXPENDITURES (data element #41 on the administrative entity screen) but at least one other part of collection expenditures is reported as other than zero.
79	OTHER MATERIAL EXP is reported and is equal to TOTAL COLLECTION EXP and ELECTRONIC MATERIAL EXP or PRINT MATERIAL EXP is not equal to zero	OTHER MATERIALS EXP (data element #40 on the administrative entity screen) is reported as equal to TOTAL COLLECTION EXPENDITURES (data element #41 on the administrative entity screen) but at least one other part of collection expenditures is reported as other than zero.
80	OTHER MATERIAL EXP and PRINT MATERIAL EXP are reported and equal to TOTAL COLLECTION EXP and ELECTRONIC MATERIAL EXP is not equal to zero	The sum of OTHER MATERIAL EXP and PRINT MATERIAL EXP (data elements #40 and #38 on the administrative entity screen) is equal to TOTAL COLLECTION EXP (data element #41 on the administrative entity screen) but at least one other part of collection expenditures is reported as other than zero.
81	OTHER MATERIAL EXP and ELECTRONIC MATERIAL EXP are reported and equal to TOTAL COLLECTION EXP and PRINT MATERIAL EXP is not equal to zero	The sum of OTHER MATERIAL EXP and ELECTRONIC MATERIAL EXP (data elements #40 and #39 on the administrative entity screen) is equal to TOTAL COLLECTION EXP (data element #41 on the administrative entity screen) but at least one other part of collection expenditures is reported as other than zero.
82	PRINT MATERIAL EXP and ELECTRONIC MATERIAL EXP are reported and equal to TOTAL COLLECTION EXP and OTHER MATERIAL EXP is not equal to zero	The sum of PRINT MATERIAL EXP and ELECTRONIC MATERIAL EXP (data elements #38 and #39 on the administrative entity screen) is equal to TOTAL COLLECTION EXP (data element #41 on the administrative entity screen) but at least one other part of collection expenditures is reported as other than zero.
83	TOTAL COLLECTION EXP is not equal to the sum of its parts	TOTAL COLLECTION EXP (data element #41 on the administrative entity screen) is not equal to the sum of PRINT MATERIALS EXP (data element #38 on the administrative entity screen), ELECTRONIC MATERIALS EXP (data element #39 on the administrative entity screen) and OTHER MATERIALS EXP (data element #40 on the administrative entity screen).
84	OTHER OPERATING EXPENDITURES is -2	OTHER OPERATING EXPENDITURES (data element #42 on the administrative entity screen) is -2.
85	TOTAL OPERATING EXPENDITURES is 0 or -2	TOTAL OPERATING EXPENDITURES (data element #43 on the administrative entity screen) is 0 or -2. If all of the parts were entered, a total would have been automatically calculated.

No.	EDIT MESSAGE	EDIT CONDITION
86	TOTAL OPERATING EXPENDITURES is not equal to the sum of the parts	TOTAL OPERATING EXPENDITURES (data element #43 on the administrative entity screen) is not equal to the sum of TOTAL STAFF EXPENDITURES (data element #37 on the administrative entity screen), TOTAL COLLECTION EXPENDITURES (data element #41 on the administrative entity screen) and OTHER OPERATING EXPENDITURES (data element #42 on the administrative entity screen).
87	TOTAL COLLECTION EXP is reported and is equal to TOTAL OPERATING EXP and TOTAL STAFF EXP or OTHER OPERATING EXP are not equal to zero	TOTAL COLLECTION EXPENDITURES (data element #41 on the administrative entity screen) is equal to TOTAL OPERATING EXPENDITURES (data element #43 on the administrative entity screen) but at least one other expenditure item is reported as other than zero.
88	TOTAL STAFF EXP is reported and is equal to TOTAL OPERATING EXP and TOTAL COLLECTION EXP or OTHER OPERATING EXP are not equal to zero	TOTAL STAFF EXPENDITURES (data element #37 on the administrative entity screen) is equal to TOTAL OPERATING EXPENDITURES (data element #43 on the administrative entity screen) but at least one other expenditure item is reported as other than zero.
89	OTHER OPERATING EXP is reported and is equal to TOTAL OPERATING EXP and TOTAL STAFF EXP or TOTAL COLLECTION EXP are not equal to zero	OTHER OPERATING EXPENDITURES (data element #42 on the administrative entity screen) is equal to TOTAL OPERATING EXPENDITURES (data element #43 on the administrative entity screen) but at least one other expenditure item is reported as other than zero.
90	TOTAL STAFF EXP and OTHER OPERATING EXP are reported and equal TOTAL OPERATING EXP and TOTAL COLLECTION EXP is not equal to zero	The sum of TOTAL STAFF EXPENDITURES (data element #37 on the administrative entity screen) and OTHER OPERATING EXPENDITURES (data element #42 on the administrative entity screen) equals TOTAL OPERATING EXPENDITURES (data element #43 on the administrative entity screen) and TOTAL COLLECTION EXPENDITURES (data element #41 on the administrative entity screen) is not equal to zero.
91	TOTAL COLLECTION EXP and OTHER OPERATING EXP are reported and equal TOTAL OPERATING EXP and TOTAL STAFF EXP is not equal to zero	The sum of TOTAL COLLECTION EXPENDITURES (data element #41 on the administrative entity screen) and OTHER OPERATING EXPENDITURES (data element #42 on the administrative entity screen) equals TOTAL OPERATING EXPENDITURES (data element #43 on the administrative entity screen) and TOTAL STAFF EXPENDITURES (data element #37 on the administrative entity screen) is not equal to zero.
92	TOTAL STAFF EXP and TOTAL COLLECTION EXP are reported and equal TOTAL OPERATING EXP and OTHER OPERATING EXP is not equal to zero	The sum of TOTAL STAFF EXPENDITURES (data element #37 on the administrative entity screen) and TOTAL COLLECTION EXPENDITURES (data element #41 on the administrative entity screen) equals TOTAL OPERATING EXPENDITURES (data element #43 on the administrative entity screen) and OTHER OPERATING EXPENDITURES (data element #42 on the administrative entity screen) is not equal to zero.
93	TOTAL OPERATING EXP is less than 75% of TOTAL OPERATING REVENUE	TOTAL OPERATING EXPENDITURES (data element #43 on the administrative entity screen) is less than 75% of TOTAL OPERATING REVENUE (data element #34 on the administrative entity screen).
94	CAPITAL REVENUE is -2	CAPITAL REVENUE (data element #44 on the administrative entity screen) is -2.

No.	EDIT MESSAGE	EDIT CONDITION
95	CAPITAL EXPENDITURES is -2	CAPITAL EXPENDITURES (data element #45 on the administrative entity screen) is -2.
96	PRINT MATERIALS is 0 or -2	PRINT MATERIALS (data element #46 on the administrative entity screen) is 0 or -2.
97	ELECTRONIC BOOKS is -2	ELECTRONIC BOOKS (data element #47 on the administrative entity screen) is -2.
98	AUDIO materials is -2	AUDIO (data element #48 on the administrative entity screen) is -2.
99	VIDEO materials is -2	VIDEO (data element #49 on the administrative entity screen) is -2.
100	DATABASES is -2	DATABASES (data element #50 on the administrative entity screen) is -2.
101	CURRENT PRINT SERIAL SUBSCRIPTIONS is -2	CURRENT PRINT SERIAL SUBSCRIPTIONS (data element #51 on the administrative entity screen) is -2.
102	CURRENT ELECTRONIC SERIAL SUBSCRIPTIONS is -2	CURRENT ELECTRONIC SERIAL SUBSCRIPTIONS (data element #52 on the administrative entity screen) is -2.
103	DATABASE is greater than 10 and is equal to CURRENT ELECTRONIC SERIAL SUBSCRIPTIONS	DATABASES (data element #50 on the administrative entity screen) is greater than 10 and is equal to CURRENT ELECTRONIC SERIAL SUBSCRIPTIONS (data element #52 on the administrative entity screen).
104	ELECTRONIC MATERIALS EXPENDITURES is not equal to 0 and ELECTRONIC BOOKS, DATABASES, and CURRENT ELECTRONIC SERIAL SUBSCRIPTIONS are 0	ELECTRONIC MATERIALS EXPENDITURES (data element #39 on the administrative entity screen) is greater than 0 and ELECTRONIC BOOKS (data element #47 on the administrative entity screen), DATABASES (data element #50 on the administrative entity screen), and CURRENT ELECTRONIC SERIAL SUBSCRIPTIONS (data element #52 on the administrative entity screen) are 0.
105	OTHER MATERIALS EXPENDITURES is not equal to 0 and AUDIO and VIDEO materials are 0	OTHER MATERIALS EXPENDITURES (data element #40 on the administrative entity screen) is greater than 0 and AUDIO (data element #48 on the administrative entity screen) and VIDEO (data element #49 on the administrative entity screen) materials are 0.
106	Annual PUBLIC SERVICE HOURS is 0 or -2	PUBLIC SERVICE HOURS/YR (data element #53 on the administrative entity screen) is 0 or -2.
107	Average PUBLIC SERVICE HRS per outlet per week less than 10 and the prior year ratio was greater than 10	Average PUBLIC SERVICE HOURS per outlet per week is less than 10. PUBLIC SERVICE HOURS/YR (data element #53 on the administrative entity screen) was divided by 52 to convert an annual to a weekly figure, then divided by the sum of CENTRALS (data element #23 on the administrative entity screen), BRANCHES (data element #24 on the administrative entity screen), BOOKMOBILES (data element #25 on the administrative entity screen) and BOOKS-BY-MAIL ONLY (# of outlet records with data element #09 = BM).

No.	EDIT MESSAGE	EDIT CONDITION
108	Average PUBLIC SERVICE HRS per outlet per week greater than 75	Average PUBLIC SERVICE HOURS per outlet per week is greater than 75. PUBLIC SERVICE HOURS/YR (data element #35 on the administrative entity screen) was divided by 52 to convert an annual to a weekly figure, then divided by the sum of CENTRALS (data element #23 on the administrative entity screen), BRANCHES (data element #24 on the administrative entity screen), BOOKMOBILES (data element #25 on the administrative entity screen), and BOOKS-BY-MAIL ONLY (# of outlet records with data element #09 = BM).
109	Annual LIBRARY VISITS in library is 0 or -2	LIBRARY VISITS (data element #54 on the administrative entity screen) is 0 or -2.
110	Annual LIBRARY VISITS is less than or equal to CHILDREN'S PROGRAM ATTENDANCE and the prior year visits greater than CHILDREN'S PROGRAM ATTENDANCE	LIBRARY VISITS (data element #54 on the administrative entity screen) is less than or equal to CHILDREN'S PROGRAM ATTENDANCE (data element #60 on the administrative entity screen) and the prior year LIBRARY VISITS was greater than CHILDREN'S PROGRAM ATTENDANCE.
111	Annual REFERENCE TRANSACTIONS is -2	REFERENCE TRANSACTIONS (data element #55 on the administrative entity screen) is -2.
112	Annual REFERENCE TRANS per annual LIBRARY VISITS is greater than 3.00 or less than 0.005 and the prior year ratio was greater than 0.005	Annual REFERENCE TRANSACTIONS (data element #55 on the administrative entity screen) per annual LIBRARY VISITS (data element #54 on the administrative entity screen) is greater than 3.00, or less than 0.005 and the prior year ratio was greater than 0.005.
113	TOTAL CIRCULATION transactions is 0 or -2	TOTAL CIRCULATION transactions (data element #56 on the administrative entity screen) is 0 or -2.
114	TOTAL CIRCULATION trans per POPULATION LSA is less than 1.0 and the prior year ratio was greater than 1.0	TOTAL CIRCULATION transactions (data element #56 on the administrative entity screen) per POPULATION of LEGAL SERVICE AREA (data element #22 on the administrative entity screen) is less than 1.0 and the prior year ratio was greater than 1.0.
115	TOTAL CIRCULATION trans per POPULATION LSA is greater than 20.0 and the prior year ratio was less than 20.0	TOTAL CIRCULATION transactions (data element #56 on the administrative entity screen) per POPULATION OF LEGAL SERVICE AREA (data element #22 on the administrative entity screen) is greater than 20.0 and the prior year ratio was less than 20.0.
116	TOTAL CIRCULATION trans per annual LIBRARY VISITS is less than 0.5 and the prior year ratio was greater than 0.5	TOTAL CIRCULATION transactions (data element #56 on the administrative entity screen) per annual LIBRARY VISITS (data element #54 on the administrative entity screen) is less than 0.5 and the prior year ratio was greater than 0.5.
117	TOTAL CIRCULATION trans per annual LIBRARY VISITS is greater than 6.0 and the prior year ratio was less than 6.0	TOTAL CIRCULATION transactions (data element #56 on the administrative entity screen) per annual LIBRARY VISITS (data element #54 on the administrative entity screen) is greater than 6.0 and the prior year ratio was less than 6.0.
118	TOTAL CIRCULATION is less than or equal to CIRCULATION OF CHILDREN'S MATERIALS	TOTAL CIRCULATION (data element #56 on the administrative entity screen) is less than or equal to CIRCULATION OF CHILDREN'S MATERIALS (data element #59 on the administrative entity screen).
119	Inter-library loans PROVIDED TO other libraries is -2	Inter-library loans PROVIDED TO (data element #57 on the administrative entity screen) is -2.

No.	EDIT MESSAGE	EDIT CONDITION
120	Inter-library loans RECEIVED FROM other libraries is -2	Inter-library loans RECEIVED FROM (data element #58 on the administrative entity screen) is -2.
121	CIRCULATION OF CHILDREN'S MATERIALS is -2	CIRCULATION OF CHILDREN'S MATERIALS (data element #59 on the administrative entity screen) is -2.
122	CHILDREN'S PROGRAM ATTENDANCE is -2	CHILDREN'S PROGRAM ATTENDANCE (data element #60 on the administrative entity screen) is -2.
123	INTERNET TERMINALS USED BY GENERAL PUBLIC is -2	INTERNET TERMINALS USED BY GENERAL PUBLIC (data element #61 on the administrative entity screen) is -2.
124	Library is a bookmobile only but INTERNET TERMINALS USED BY GENERAL PUBLIC is not equal to 0	CENTLIB and BRANLIB (data elements #23 and #24 on the administrative entity screen) are equal to zero and BKMOB (data element #25 on the administrative entity screen) is greater than 0 but INTERNET TERMINALS USED BY GENERAL PUBLIC (data element #61 on the administrative entity screen) is not equal to 0.
125	USERS OF ELECTRONIC RESOURCES PER YEAR is -2	USERS OF ELECTRONIC RESOURCES PER YEAR (data element #62 on the administrative entity screen) is -2.
126	ELECTRONIC BOOKS, DATABASES, CURRENT ELECTRONIC SERIAL SUBSCRIPTIONS and GENERAL PUBLIC TERMINALS are 0 and USERS OF ELECTRONIC RESOURCES PER YEAR is not equal to 0	ELECTRONIC BOOKS (data element #47 on the administrative entity screen), DATABASES (data element #50 on the administrative entity screen), CURRENT ELECTRONIC SERIAL SUBSCRIPTIONS (data element #52 on the administrative entity screen) and Internet Terminals USED BY GENERAL PUBLIC (data element #61 on the administrative entity screen) are equal to 0 but USERS OF ELECTRONIC RESOURCES PER YEAR (data element #62 on the administrative entity screen) is not equal to 0.
127	ELECTRONIC BOOKS, DATABASES, CURRENT ELECTRONIC SERIAL SUBSCRIPTIONS or GENERAL PUBLIC TERMINALS are not equal to 0 and USERS OF ELECTRONIC RESOURCES PER YEAR is equal to 0	ELECTRONIC BOOKS (data element #47 on the administrative entity screen), DATABASES (data element #50 on the administrative entity screen), CURRENT ELECTRONIC SERIAL SUBSCRIPTIONS (data element #52 on the administrative entity screen) or INTERNET TERMINALS USED BY GENERAL PUBLIC (data element #61 on the administrative entity screen) are not equal to zero but USERS OF ELECTRONIC RESOURCES PER YEAR (data element #62 on the administrative entity screen) is equal to zero.
128	USERS OF ELECTRONIC RESOURCES PER YEAR greater than 90% of LIBRARY VISITS per typical year	USERS OF ELECTRONIC RESOURCES PER YEAR (data element #62 on the administrative entity screen) is greater than 90% of LIBRARY VISITS per typical year (data element #54 on the administrative entity screen).
129	USERS OF ELECTRONIC RESOURCES per LIBRARY VISIT is greater than 3	The number of USERS OF ELECTRONIC RESOURCES (data element #62 on the administrative entity screen) per LIBRARY VISIT (data element #54 on the administrative entity screen) is greater than 3.
130	OUTLET TYPE CODE is -2 or is not valid	OUTLET TYPE CODE (data element #09 on the outlet screen) is not a valid code.
131	OUTLET TYPE CODE is 'BS' and NUMBER OF BOOKMOBILES is less than or equal to 0	The outlet record has 'BS' for OUTLET TYPE CODE (data element #09 on the outlet screen) and NUMBER OF BOOKMOBILES (data element #12 on the outlet screen) is 0 or is not reported.

No.	EDIT MESSAGE	EDIT CONDITION
132	METROPOLITAN STATUS CODE is –2 or not valid	METROPOLITAN STATUS CODE (data element #10 on the outlet screen) is not a valid code.
133	Outlet is not connected to an administrative entity	No administrative entity record with this outlet's FSCS ID can be found.
134	OUTLET TYPE CODE is 'BR' or 'CE' and NUMBER OF BOOKMOBILES is not equal to 0	Outlet record is coded 'BR' or 'CE' for OUTLET TYPE CODE (data element #09 on the outlet screen) and NUMBER of BOOKMOBILES (data element #12 on the outlet screen) is not equal to zero. Bookmobiles must not be reported on an outlet record that has OUTLET TYPE CODE 'BR' or 'CE'. If a library has bookmobiles, an outlet record coded 'BS' for OUTLET TYPE CODE (data element #09 on the outlet screen) must be created and the NUMBER OF BOOKMOBILES (data element #12 on the outlet screen) must be reported with this outlet.
135	SQUARE FOOTAGE OF OUTLET is –2	SQUARE FOOTAGE OF OUTLET (data element #11 on the outlet screen) is –2.
136	SQUARE FOOTAGE OF OUTLET is less than 200 or greater than 300,000 and prior year value is not equal to current year value	OUTLET TYPE CODE is 'BR' or 'CE' and SQUARE FOOTAGE OF OUTLET (data element #11 on the outlet screen) is less than 200 or greater than 300,000 and the current year value has changed from the prior year.
137	OFFICIAL STATE TOTAL POPULATION ESTIMATE is less than TOTAL UNDUPLICATED POPULATION OF LEGAL SERVICE AREAS	OFFICIAL STATE TOTAL POPULATION ESTIMATE (data element #03 on the state characteristics screen) is less than TOTAL UNDUPLICATED POPULATION OF LEGAL SERVICE AREAS (data element #04 on the state characteristics screen).
138	TOTAL UNDUPLICATED POPULATION OF LEGAL SERVICE AREAS is less than or equal to 0, or is greater than the total POPULATION OF LEGAL SERVICE AREA	TOTAL UNDUPLICATED POPULATION OF LEGAL SERVICE AREAS (data element #04 on the state characteristics screen) is less than or equal to 0, or is greater than the sum of POPULATION OF LEGAL SERVICE AREA (data element #22 on the administrative entity screen) for all administrative entities.
139	Percentage of libraries of INTERLIBRARY RELATIONSHIP 'HQ' is greater than 25%	More than 25% of all libraries report 'HQ' (Headquarters of a federation or cooperative) for INTERLIBRARY RELATIONSHIP CODE (data element #14 on the administrative entity screen).
200	Historical Edit Check	The 2-year change in your data for a particular data element falls outside an acceptable range. See Appendix H—Historical Edit Checks for more information.

## Appendix H—Historical Edit Checks

**Edit 200:** All historical edits are listed in the Edit Report as Edit 200, followed by the specific data element that is triggering the edit. (Example: Edit 200: Data Element #30. Local Government).

**Note:** “PY” refers to the prior-year value. “CY” refers to the current-year value. If either value is unknown, the edit is not performed. Multiple conditions connected by an “and” must both be true for the data element to fail the edit. When multiple sentences are used, each is a separate test, and only one needs to be true for the data element to fail the edit.

NO.	DATA ELEMENT	EDIT CONDITION
03	Official State Total Population	PY to CY change is greater than $\pm 5\%$ .
04	Total Unduplicated Population of Legal Service Areas.	PY to CY change is greater than $\pm 4\%$ .
14	Interlibrary Relationship Code	PY to CY change requires verification.
15	Legal Basis Code	PY to CY change requires verification.
16	Administrative Structure Code	PY to CY change requires verification.
17	FSCS Public Library	PY to CY change requires verification.
22	Population of Legal Service Area	PY to CY change $> -10\%$ to $+25\%$ .
23	Number of Centrals	PY to CY change $> \pm 1$ .
24	Number of Branches	PY to CY change $> \pm 2$ .
25	Number of Bookmobiles	PY to CY change $> \pm 2$ .
26	ALA-MLS	<ul style="list-style-type: none"> <li>• PY = <math>-1</math> or <math>&gt; 0</math> and CY = 0.</li> <li>• PY = <math>-1</math> and CY = 1.</li> <li>• PY to CY change <math>&gt; \pm 2</math> and <math>&gt; \pm 30\%</math>.</li> </ul>
27	Total Librarians	<ul style="list-style-type: none"> <li>• PY = <math>-1</math> or <math>&gt; 0</math> and CY = 0.</li> <li>• PY = <math>-1</math> and CY = 1.</li> <li>• PY to CY change <math>&gt; \pm 2</math> and <math>&gt; \pm 30\%</math>.</li> </ul>
28	All Other Paid Staff	<ul style="list-style-type: none"> <li>• PY = <math>-1</math> or <math>&gt; 0</math> and CY = 0.</li> <li>• PY = <math>-1</math> and CY = 1.</li> <li>• PY to CY change <math>&gt; \pm 2</math> and <math>&gt; \pm 30\%</math>.</li> </ul>
29	Total Paid Employees	<ul style="list-style-type: none"> <li>• PY = <math>-1</math> or <math>&gt; 0</math> and CY = 0.</li> <li>• PY = <math>-1</math> and CY = 1.</li> <li>• PY to CY change <math>&gt; \pm 2</math> and <math>&gt; \pm 30\%</math>.</li> </ul>

NO.	DATA ELEMENT	EDIT CONDITION
30	Local Government	<ul style="list-style-type: none"> <li>PY = -1 or &gt; 0 and CY = 0.</li> <li>PY = -1 and CY = 1.</li> <li>PY to CY change &gt; ±\$5,000 and &gt; -10% to +25%.</li> </ul>
31	State Government	<ul style="list-style-type: none"> <li>PY = -1 or &gt; 0 and CY = 0.</li> <li>PY = -1 and CY = 1.</li> <li>PY to CY change is &gt; ±\$5000 and &gt; ±40%.</li> </ul>
32	Federal Government	<ul style="list-style-type: none"> <li>PY = -1 and CY = 0.</li> <li>PY = -1 and CY = 1.</li> </ul>
33	Other Revenue	<ul style="list-style-type: none"> <li>PY = -1 or &gt; 0 and CY = 0.</li> <li>PY = -1 and CY = 1.</li> </ul>
34	Total Operating Revenue	<ul style="list-style-type: none"> <li>PY = -1 or &gt; 0 and CY = 0.</li> <li>PY = -1 and CY = 1.</li> <li>PY to CY change &gt; ±\$5,000 and &gt; -10% to +25%.</li> </ul>
35	Salary & Wages Expenditures	<ul style="list-style-type: none"> <li>PY = -1 or &gt; 0 and CY = 0.</li> <li>PY = -1 and CY = 1.</li> </ul> <p>If Data Element #29 has changed by no more than ±0.5 FTE:</p> <ul style="list-style-type: none"> <li>CY/PY &gt; 0 and ≤ 0.75 or ≥ 1.75 and at least one of the values is ≥ 361,000.</li> <li>CY/PY &gt; 0.75 and &lt; 1.75 and <math> CY-PY /(CY+PY) \geq 0.2</math>.</li> </ul>
36	Employee Benefits	<ul style="list-style-type: none"> <li>PY = -1 or &gt; 0 and CY = 0.</li> <li>PY = -1 and CY = 1.</li> </ul> <p>If Data Element #29 has changed by no more than ±0.5 FTE:</p> <ul style="list-style-type: none"> <li>PY = 0 and CY ≥ 60,000.</li> <li>CY/PY is ≥ 3.0.</li> </ul>
37	Total Staff Expenditures	<ul style="list-style-type: none"> <li>PY = -1 or &gt; 0 and CY = 0.</li> <li>PY = -1 and CY = 1.</li> </ul> <p>If Data Element #29 has changed by no more than ±0.5 FTE:</p> <ul style="list-style-type: none"> <li>CY/PY &gt; 0 and ≤ 0.75 or ≥ 1.75 and PY or CY ≥ 443,000.</li> <li>The CY/PY &gt; 0.75 and &lt; 1.75 and <math> CY-PY /(CY+PY) \geq 0.2</math>.</li> </ul>
39	Electronic Materials Expenditures	<ul style="list-style-type: none"> <li>PY = -1 or &gt; 0 and CY = 0.</li> <li>PY = -1 and CY = 1.</li> <li>PY = 0 and CY ≥ 50,000.</li> <li>CY/PY ≥ 13.40 and PY or CY ≥ 1,000.</li> <li>CY/PY &lt; 13.40, and <math> CY-PY /(CY+PY) \geq 0.94</math>.</li> </ul>

NO.	DATA ELEMENT	EDIT CONDITION
41	Total Collection Expenditures	<ul style="list-style-type: none"> <li>• <math>PY = -1</math> or <math>&gt; 0</math> and <math>CY = 0</math>.</li> <li>• <math>PY = -1</math> and <math>CY = 1</math>.</li> <li>• <math>PY = 0</math> and <math>CY \geq 34,000</math>.</li> <li>• <math>CY/PY &gt; 0</math> and <math>\leq 0.35</math> or <math>\geq 3.15</math> and <math>PY</math> or <math>CY \geq 106,000</math>.</li> <li>• <math>CY/PY &gt; 0.35</math> and <math>&lt; 3.15</math> and <math> CY-PY  / (CY+PY) &gt; 0.45</math>.</li> </ul>
42	Other Operating Expenditures	<ul style="list-style-type: none"> <li>• <math>PY = -1</math> or <math>&gt; 0</math> and <math>CY = 0</math>.</li> <li>• <math>PY = -1</math> and <math>CY = 1</math>.</li> <li>• <math>PY = 0</math> and <math>CY \geq 45,000</math>.</li> <li>• <math>CY/PY \geq 6.0</math>.</li> </ul>
43	Total Operating Expenditures	<ul style="list-style-type: none"> <li>• <math>PY = -1</math> or <math>&gt; 0</math> and <math>CY = 0</math>.</li> <li>• <math>PY = -1</math> and <math>CY = 1</math>.</li> <li>• <math>PY = 0</math> and <math>CY \geq 1,200</math>.</li> <li>• <math>CY/PY &gt; 0</math> and <math>\leq 0.65</math> or <math>\geq 2.0</math> and <math>PY</math> or <math>CY \geq 700,000</math>.</li> <li>• <math>CY/PY</math> ratio <math>&lt; 0.65</math> and <math>&gt; 2.0</math> and <math> CY-PY  / (CY+PY) &gt; 0.25</math>.</li> </ul>
45	Capital Expenditures	No criterion.
46	Print Materials	<ul style="list-style-type: none"> <li>• <math>PY = -1</math> or <math>&gt; 0</math> and <math>CY = 0</math>.</li> <li>• <math>PY = -1</math> and <math>CY = 1</math>.</li> <li>• <math>PY = 0</math> and <math>CY \geq 12,000</math>.</li> <li>• <math>CY/PY &gt; 0</math> and <math>\leq 0.7</math> or <math>\geq 1.5</math> and <math>PY</math> or <math>CY \geq 82,000</math>.</li> <li>• <math>CY/PY &gt; 0.7</math> and <math>&lt; 1.5</math> and <math> CY-PY  / (CY+PY) \geq 0.15</math>.</li> </ul>
48	Audio	<ul style="list-style-type: none"> <li>• <math>PY = -1</math> or <math>&gt; 0</math> and <math>CY = 0</math>.</li> <li>• <math>PY = -1</math> and <math>CY = 1</math>.</li> <li>• <math>PY = 0</math> and <math>CY \geq 3,000</math>.</li> <li>• <math>CY/PY &gt; 0.0</math> and <math>\leq 0.3</math> or <math>\geq 6.0</math> and <math>PY</math> or <math>CY \geq 3,500</math>.</li> <li>• <math>CY/PY &gt; 0.25</math> and <math>&lt; 6.0</math> and <math> CY-PY  / (CY+PY) \geq 0.6</math>.</li> </ul>
49	Video	<ul style="list-style-type: none"> <li>• <math>PY = -1</math> or <math>&gt; 0</math> and <math>CY = 0</math>.</li> <li>• <math>PY = -1</math> and <math>CY = 1</math>.</li> <li>• <math>PY</math> to <math>CY</math> change <math>&gt; \pm 100</math> and <math>&gt; -10\%</math> to <math>+50\%</math>.</li> </ul>
51	Current Print Serial Subscriptions	<ul style="list-style-type: none"> <li>• <math>PY = -1</math> or <math>&gt; 0</math> and <math>CY = 0</math>.</li> <li>• <math>PY = 0</math> and <math>CY \geq 150</math>.</li> <li>• <math>CY/PY &gt; 0</math> and <math>\leq 0.4</math> or <math>\geq 2.5</math> and <math>PY</math> or <math>CY \geq 300</math>.</li> <li>• <math>CY/PY &gt; 0.4</math> and <math>&lt; 2.5</math> and <math> CY-PY  / (CY+PY) \geq 0.35</math>.</li> </ul>

NO.	DATA ELEMENT	EDIT CONDITION
53	Public Service Hours/Year	<ul style="list-style-type: none"> <li>• <math>PY = -1</math> or <math>&gt; 0</math> and <math>CY = 0</math>.</li> <li>• <math>PY = -1</math> and <math>CY = 1</math>.</li> </ul>
54	Library Visits	<ul style="list-style-type: none"> <li>• <math>PY = -1</math> or <math>&gt; 0</math> and <math>CY = 0</math>.</li> <li>• <math>PY = -1</math> and <math>CY = 1</math>.</li> </ul>
55	Reference Transactions	<ul style="list-style-type: none"> <li>• <math>PY = -1</math> or <math>&gt; 0</math> and <math>CY = 0</math>.</li> <li>• <math>PY = -1</math> and <math>CY = 1</math>.</li> <li>• <math>PY = 0</math> and <math>CY &gt; 0</math>.</li> <li>• <math>CY/PY &lt; 0.2</math> and <math>&gt; 5.99</math>.</li> </ul>
56	Total Circulation	<ul style="list-style-type: none"> <li>• <math>PY = -1</math> or <math>&gt; 0</math> and <math>CY = 0</math>.</li> <li>• <math>PY = -1</math> and <math>CY = 1</math>.</li> <li>• <math>CY/PY &lt; 0.5</math> and <math>&gt; 2</math>.</li> </ul>
57	Loans Provided To	<ul style="list-style-type: none"> <li>• <math>PY = -1</math> or <math>&gt; 0</math> and <math>CY = 0</math>.</li> <li>• <math>PY = -1</math> and <math>CY = 1</math>.</li> <li>• <math>PY = 0</math> and <math>CY \geq 750</math>.</li> <li>• <math>CY/PY &lt; 0.10</math> and <math>&gt; 19.00</math>, and <math>PY</math> or <math>CY \geq 1,200</math>.</li> <li>• <math>CY/PY</math> ratio <math>&gt; 0.10</math> and <math>&lt; 19.00</math>, and <math> CY - PY  / (CY + PY) \geq 0.76</math>.</li> </ul>
58	Loans Received From	<ul style="list-style-type: none"> <li>• <math>PY = -1</math> or <math>&gt; 0</math> and <math>CY = 0</math>.</li> <li>• <math>PY = -1</math> and <math>CY = 1</math>.</li> <li>• <math>PY = 0</math> and <math>CY \geq 1,300</math>.</li> <li>• <math>CY/PY &lt; 0.14</math> and <math>&gt; 9.30</math> and <math>PY</math> and <math>CY \geq 1,400</math>.</li> <li>• <math>CY/PY &gt; 0.14</math> and <math>\leq 9.30</math>, and <math> CY - PY  / (CY + PY) \geq 0.60</math>.</li> </ul>
59	Children's Circulation	<ul style="list-style-type: none"> <li>• <math>PY = -1</math> or <math>&gt; 0</math> and <math>CY = 0</math>.</li> <li>• <math>PY = -1</math> and <math>CY = 1</math>.</li> <li>• <math>PY</math> to <math>CY</math> change <math>&gt; \pm 5,000</math> and <math>&gt; -30\%</math> to <math>+50\%</math>.</li> </ul>
60	Children's Program Attendance	<ul style="list-style-type: none"> <li>• <math>PY = -1</math> or <math>&gt; 0</math> and <math>CY = 0</math>.</li> <li>• <math>PY = -1</math> and <math>CY = 1</math>.</li> </ul>
61	General Public Internet Terminals	<ul style="list-style-type: none"> <li>• <math>PY = -1</math> or <math>&gt; 0</math> and <math>CY = 0</math>.</li> <li>• <math>PY = -1</math> and <math>CY = 1</math>.</li> </ul>
62	Users of Electronic Resources Per Typical Year	<ul style="list-style-type: none"> <li>• <math>PY = -1</math> or <math>&gt; 0</math> and <math>CY = 0</math>.</li> <li>• <math>PY = -1</math> and <math>CY = 1</math>.</li> <li>• <math>PY</math> (per week) <math>&gt; CY</math> (per year)</li> </ul>

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**Appendix I—State Codes**

<b>Post Office State Code</b>	<b>State Name</b>	<b>FIPS Code</b>
AL	Alabama	01
AK	Alaska	02
AZ	Arizona	04
AR	Arkansas	05
CA	California	06
CO	Colorado	08
CT	Connecticut	09
DE	Delaware	10
DC	District of Columbia	11
FL	Florida	12
GA	Georgia	13
HI	Hawaii	15
ID	Idaho	16
IL	Illinois	17
IN	Indiana	18
IA	Iowa	19
KS	Kansas	20
KY	Kentucky	21
LA	Louisiana	22
ME	Maine	23
MD	Maryland	24
MA	Massachusetts	25
MI	Michigan	26
MN	Minnesota	27
MS	Mississippi	28
MO	Missouri	29
MT	Montana	30
NE	Nebraska	31
NV	Nevada	32
NH	New Hampshire	33
NJ	New Jersey	34
NM	New Mexico	35
NY	New York	36
NC	North Carolina	37
ND	North Dakota	38
OH	Ohio	39
OK	Oklahoma	40
OR	Oregon	41
PA	Pennsylvania	42
RI	Rhode Island	44
SC	South Carolina	45
SD	South Dakota	46
TN	Tennessee	47
TX	Texas	48
UT	Utah	49
VT	Vermont	50
VA	Virginia	51
WA	Washington	53
WV	West Virginia	54
WI	Wisconsin	55
WY	Wyoming	56
<b>Outlying Areas:</b>		
GU	Guam	66
MP	Northern Mariana Islands	69
PW	Palau	70
PR	Puerto Rico	72
VI	Virgin Islands	78



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## Appendix J—History of WinPLUS

### Development of Survey Software

FSCS was the first national NCES data collection in which the respondents used survey software to enter, edit, and tabulate their data before submitting it to NCES. The history of software development is summarized below by the fiscal year (FY) of data collection.

- FY 1988—DECTOP (Data Entry Conversion Table Output Program), a personal computer (PC) software package for States to use in collecting individual public library data and generating statistical tables, was developed. DECTOP collected information about public library staffing, service outlets, operating income and expenditures, size of collection, and service measures such as reference transactions, interlibrary loans, circulation, and public service hours. DECTOP utilized Borland/Ashton-Tate's dBASE IV and Nantucket's Clipper database applications.
- FY 1989—PLUS (Public Library Universe System), another PC software package to collect data for the public library universe, including identifying information for individual public libraries and their outlets, was developed.
- FY 1992—DECPLUS, a merger of DECTOP and PLUS, was introduced to reduce respondent burden and improve the edit check process.
- FY 1997—WinPLUS, a windows-based version of DECPLUS, was introduced in partially functional form. A fully operational DECPLUS was also provided.
- FY 1998—WinPLUS was fully operational and replaced DECPLUS.
- FY 1999—WinPLUS 2.1 was revised to allow the user to perform the matching routine separately from the import operation. A file export option was also added in response to user request.
- FY 2000—There were no revisions to the WinPLUS software.
- FY 2001—There were no revisions to the WinPLUS software.
- FY 2003—The revisions to WinPLUS 2.5 are summarized in section 1.3.



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**Appendix K—FSCS Directory &  
Steering Committee State Assignment List**

**FSCS**

**FEDERAL-STATE COOPERATIVE SYSTEM**

**FOR PUBLIC LIBRARY DATA**

**November 2003**

**For changes regarding information in this directory, please contact  
Kim Miller at: Telephone: 202-606-9200, Fax: 202-606-9203  
E-mail: [kmiller@nclis.gov](mailto:kmiller@nclis.gov)**

**State Data Coordinators**

<b><u>STATE</u></b>	<b><u>COORDINATOR</u></b>	<b><u>TELEPHONE</u></b>	<b><u>TELEFAX</u></b>
ALABAMA	Fred Neighbors	334-213-3916	334-213-3993
ALASKA	Patience Frederiksen	800-776-6566	907-269-6580
ARIZONA	Jan Elliott	602-542-5841	602-364-2257
ARKANSAS	Carolyn Ashcraft	501-682-2862	501-682-1693
CALIFORNIA	Ira Bray	916-653-0171	916-653-8443
COLORADO	Keith Curry Lance	303-866-6737	303-866-6940
CONNECTICUT	Joanne Turschman	860-566-2713	860-525-7645
DELAWARE	Despina (Debbie) Wilson	302-739-4748 x128	302-739-6787
DIST. OF COLUMBIA	Roxanna Deane	202-727-2936	202-727-1129
FLORIDA	Sondra Taylor-Furbee, acting	850-245-6631	850-488-2746
GEORGIA	Susan Roberts	404-982-3566	404-982-3563
HAWAII	Betty Kingery	808-587-7444	808-586-3699
IDAHO	Frank Nelson	208-525-7211	208-525-7255
ILLINOIS	Patricia Norris	217-524-5867	217-782-1877
INDIANA	Edythe Huffman	317-232-3681	317-232-0002
IOWA	Gerry Rowland	515-281-7573	515-281-6191
KANSAS	Roy Bird	785-296-4105	785-368-7291
KENTUCKY	Jay Bank	502-564-8300 x263	502-564-5773
LOUISIANA	Gretchen Fairbanks	225-342-4931	225-342-3547
MAINE	Felicia Kennedy	207-287-5620	207-287-5624
MARYLAND	Michael Osborne	410-767-0437	410-333-2507
MASSACHUSETTS	Dianne Carty	617-267-9400	617-421-9833
MICHIGAN	Terri Assaf	517-373-3828	517-373-5700
MINNESOTA	Bruce Pomerantz	651-582-8890	651-582-8731
MISSISSIPPI	Lynn Shurden	601-961-4068	601-354-4181

**State Data Coordinators—Continued**

<b><u>STATE</u></b>	<b><u>COORDINATOR</u></b>	<b><u>TELEPHONE</u></b>	<b><u>TELEFAX</u></b>
MISSOURI	Carolyn Baker	573-522-9564	573-751-3612
MONTANA	Suzanne Reymer	406-255-0729	406-255-0732
NEBRASKA	Kit Keller	402-471-3216	402-471-2083
NEVADA	Holly Van Valkenburgh	775-684-3322	775-684-8311
NEW HAMPSHIRE	Sue Palmatier	603-788-0914	603-788-5125
NEW JERSEY	Victoria Rosch	609-292-4161	609-633-3963
NEW MEXICO	Scott Sheldon	505-476-9765	505-476-9761
NEW YORK	Maria Hazapis	518-486-1330	518-486-5254
NORTH CAROLINA	Timothy Owens	919-733-2570	919-733-8748
NORTH DAKOTA	Sheryl Haldorson	701-328-3499	701-328-2040
OHIO	Darla Cottrill	614-466-1089	614-466-3584
OKLAHOMA	Jan Blakely	405-521-2502	405-525-7804
OREGON	Ann Reed	503-378-2112 x254	503-378-6439
PENNSYLVANIA	Matthew Kane	717-783-5743	717-787-2117
RHODE ISLAND	Ann Piascik	401-222-5776	401-222-4195
SOUTH CAROLINA	Libby Law	803-734-8666	803-734-8676
SOUTH DAKOTA	Dorothy Liegl	605-773-3131	605-773-6962
TENNESSEE	Shelley Fugitt	615-532-4601	615-532-9904
TEXAS	Margaret Whitehead	512-936-2236	512-463-8800
UTAH	Sandi Long	801-715-6741	801-715-6767
VERMONT	Marianne Kotch	802-828-2320	802-828-2199
VIRGINIA	Carol Adams	804-692-3774	804-692-3771
WASHINGTON	Karen Goettling	360-704-5205	360-586-7575
WEST VIRGINIA	Steve Fesenmaier	304 558-3978 x2015	304-558-2044
WISCONSIN	Alan Zimmerman	608-266-3939	608-267-1052
WYOMING	Jill Rourk	307-777-5914	307-777-6289

**State Data Coordinators—Continued**

<b><u>U.S. TERRITORIES</u></b>	<b><u>COORDINATOR</u></b>	<b><u>TELEPHONE</u></b>	<b><u>TELEFAX</u></b>
CNMI		670-235-7322	670-235-7550
GUAM	Melissa Taijeron	671-475-4753	671-477-9777
PUERTO RICO	Olga Alvarez	787-754-1120	787-753-6945
REPUBLIC OF PALAU	Fermina Salvador U.S. Office	011-680-488-2973 202-452-6814	680-488-2830 202-452-6281
U.S. VIRGIN ISLANDS	Sharlene Harris	340-774-3407	340-775-1887

**FSCS DIRECTORY  
STATE DATA COORDINATORS****ALABAMA**

ALABAMA PUBLIC LIBRARY SERVICE  
6030 Monticello Drive  
Montgomery, AL 36130  
COORDINATOR: Fred Neighbors  
TELEPHONE: 334-213-3916  
FAX: 334-213-3993  
E-mail: [fneighbors@apls.state.al.us](mailto:fneighbors@apls.state.al.us)

**ALASKA**

ALASKA STATE LIBRARY,  
ARCHIVES & MUSEUMS  
344 W. 3rd St., Suite 125  
Anchorage, AK 99501  
COORDINATOR: Patience Frederiksen  
TELEPHONE: 800-776-6566  
FAX: 907-269-6580  
E-mail: [Patience\\_Frederiksen@eed.state.ak.us](mailto:Patience_Frederiksen@eed.state.ak.us)

**ARIZONA**

DEPT. OF LIBRARY, ARCHIVES  
AND PUBLIC RECORDS  
1100 West Washington; Suite 200  
Phoenix, AZ 85007-2935  
COORDINATOR: Jan Elliott  
TELEPHONE: 602-542-5841  
FAX: 602-364-2257  
E-mail: [jaellio@lib.az.us](mailto:jaellio@lib.az.us)

**ARKANSAS**

ARKANSAS STATE LIBRARY  
One Capitol Mall, 5<sup>th</sup> Floor  
Little Rock, AR 72201  
COORDINATOR: Carolyn Ashcraft  
TELEPHONE: 501-682-2862  
FAX: 501-682-1693  
E-mail: [cashcraft@asl.lib.ar.us](mailto:cashcraft@asl.lib.ar.us)

**CALIFORNIA**

CALIFORNIA STATE LIBRARY  
Library Development Services  
900 N St STE 500  
Sacramento CA 95814-4800  
COORDINATOR: Ira Bray  
TELEPHONE: 916-653-0171  
FAX: 916-653-8443  
E-mail: [ibray@library.ca.gov](mailto:ibray@library.ca.gov)

**COLORADO**

COLORADO STATE LIBRARY  
Library Research Service  
201 E. Colfax Avenue, Room 309  
Denver, CO 80203-1799  
COORDINATOR: Keith Curry Lance  
TELEPHONE: 303-866-6737  
FAX: 303-866-6940  
E-mail: [lance\\_k@cde.state.co.us](mailto:lance_k@cde.state.co.us)

**CONNECTICUT**

CONNECTICUT STATE LIBRARY  
231 Capitol Avenue  
Hartford, CT 06106  
COORDINATOR: Joanne Turschman  
TELEPHONE: 860-566-2713  
FAX: 860-525-7645  
E-mail: [jturschman@cslib.org](mailto:jturschman@cslib.org)

**DELAWARE**

DELAWARE DIV. OF LIBRARIES  
43 S. DuPont Highway  
Dover, DE 19950  
COORDINATOR: Despina (Debbie) Wilson  
TELEPHONE: 302-739-4748 x128  
FAX: 302-739-6787  
E-mail: [dwilson@lib.de.us](mailto:dwilson@lib.de.us)

**DISTRICT OF COLUMBIA**

DISTRICT OF COLUMBIA PUBLIC LIBRARY  
901 G St., NW; Suite 400  
Washington, DC 20001  
COORDINATOR: Roxanna Deane  
TELEPHONE: 202- 727-2936  
FAX: 202-727-1129  
E-mail: [roxanna.deane@dc.gov](mailto:roxanna.deane@dc.gov)

**FLORIDA**

STATE LIBRARY OF FLORIDA  
R.A. Gray Building  
500 S. Bronough Street  
Tallahassee, FL 32399-0250  
COORDINATOR: Sondra Taylor Furbee, acting  
TELEPHONE: 850-245-6631  
FAX: 850-488-2746  
E-mail: [STaylor-Furbee@mail.dos.state.fl.us](mailto:STaylor-Furbee@mail.dos.state.fl.us)

**GEORGIA**

GEORGIA DEPT OF TECH & ADULT EDUC  
Office of Public Library Services  
1800 Century Place, Suite 150  
Atlanta, GA 30345-4304  
COORDINATOR: Susan Roberts  
TELEPHONE: 404-982-3566  
FAX: 404-982-3563  
E-mail: [sroberts@state.lib.ga.us](mailto:sroberts@state.lib.ga.us)

**HAWAII**

HAWAII STATE LIBRARY SYSTEM  
State Librarian's Office  
465 South King Street, Room B-1  
Honolulu, HI 96813  
COORDINATOR: Betty Kingery  
TELEPHONE: 808-587-7444  
FAX: 808-586-3699  
E-mail: [betty@lib.state.hi.us](mailto:betty@lib.state.hi.us)

**IDAHO**

IDAHO STATE LIBRARY  
Eastern Field Office  
P.O. Box 50919  
Idaho Falls, ID 83405-0919  
COORDINATOR: Frank Nelson  
TELEPHONE: 208-525-7211  
FAX: 208-525-7255  
E-mail: [fnelson@isl.state.id.us](mailto:fnelson@isl.state.id.us)

**ILLINOIS**

ILLINOIS STATE LIBRARY  
300 S. Second St.  
Springfield, IL 62701-1796  
COORDINATOR: Pat Norris  
TELEPHONE: 217-524-5867  
FAX: 217-782-1877  
E-mail: [pnorris@ilsos.net](mailto:pnorris@ilsos.net)

**INDIANA**

INDIANA STATE LIBRARY  
140 N. Senate Ave.  
Indianapolis, IN 46204-2296  
COORDINATOR: Edythe Huffman  
TELEPHONE: 317-232-3681  
FAX: 317-232-0002  
E-mail: [ehuffman@statelib.lib.in.us](mailto:ehuffman@statelib.lib.in.us)

**IOWA**

STATE LIBRARY OF IOWA  
East 12th and Grand  
Des Moines, IA 50319  
COORDINATOR: Gerry Rowland  
TELEPHONE: 515-281-7573  
FAX: 515-281-6191  
E-mail: [gerryr@netins.net](mailto:gerryr@netins.net)

**KANSAS**

KANSAS STATE LIBRARY  
300 SW 10<sup>th</sup> Avenue  
Room 343-N  
Topeka, KS 66612-1593  
COORDINATOR: Roy Bird  
TELEPHONE: 785-296-4105  
FAX: 785-368-7291  
E-mail: [royb@kslib.info](mailto:royb@kslib.info)

**KENTUCKY**

KENTUCKY DEPT FOR LIBR. & ARCHIVES  
P.O. Box 537  
300 Coffee Tree Rd.  
Frankfort, KY 40602-0537  
COORDINATOR: Jay Bank  
TELEPHONE: 502-564-8300 x263  
FAX: 502-564-5773  
E-mail: [jay.bank@kdla.net](mailto:jay.bank@kdla.net)

**LOUISIANA**

STATE LIBRARY OF LOUISIANA  
701 North 4<sup>th</sup> Street  
P.O. Box 131  
Baton Rouge, LA 70802-5232  
COORDINATOR: Gretchen Fairbanks  
TELEPHONE: 225-342-4931  
FAX: 225-342-3547  
E-mail: [gfairban@pelican.state.lib.la.us](mailto:gfairban@pelican.state.lib.la.us)

**MAINE**

MAINE STATE LIBRARY  
State House Station 64  
Augusta, ME 04333  
COORDINATOR: Felicia Kennedy  
TELEPHONE: 207-287-5620  
FAX: 207-287-5624  
E-mail: [felicia.kennedy@state.me.us](mailto:felicia.kennedy@state.me.us)

**MARYLAND**

MARYLAND STATE DEPT. OF ED.  
Div. of Library Dev. & Services  
200 W. Baltimore St.  
Baltimore, MD 21201-2595  
COORDINATOR: Michael Osborne  
TELEPHONE: 410-767-0437  
FAX: 410-333-2507  
E-mail: [mosborne@msde.state.md.us](mailto:mosborne@msde.state.md.us)

**MASSACHUSETTS**

MASSACHUSETTS BD. OF LIBR. COMM.  
648 Beacon St.  
Boston, MA 02215  
COORDINATOR: Dianne Carty  
TELEPHONE: 617-267-9400  
FAX: 617-421-9833  
E-mail: [dianne.carty@state.ma.us](mailto:dianne.carty@state.ma.us)

**MICHIGAN**

LIBRARY OF MICHIGAN  
702 West Kalamazoo Street  
P.O. Box 30007  
Lansing, MI 48909-7507  
COORDINATOR: Terri Assaf  
TELEPHONE: 517-373-3828  
FAX: 517-373-5700  
E-mail: [assaft@michigan.gov](mailto:assaft@michigan.gov)

**MINNESOTA**

OFFICE OF LIBRARY DEVELOPMENT & SERVICES  
1500 Highway 36 West  
Roseville, MN 55113-4266  
COORDINATOR: Bruce Pomerantz  
TELEPHONE: 651-582-8890  
FAX: 651-582-8731  
E-mail: [bruce.pomerantz@state.mn.us](mailto:bruce.pomerantz@state.mn.us)

**MISSISSIPPI**

MISSISSIPPI LIBRARY COMMISSION  
1221 Ellis Ave.  
Jackson, MS 39209  
COORDINATOR: Lynn Shurden  
TELEPHONE: 601-961-4068  
FAX: 601-354-4181  
E-mail: [lynnsh@mlc.lib.ms.us](mailto:lynnsh@mlc.lib.ms.us)

**MISSOURI**

MISSOURI STATE LIBRARY  
State Information Center  
600 West Main, P.O. Box 387  
Jefferson City, MO 65102-0387  
COORDINATOR: Carolyn Baker  
TELEPHONE: 573-522-9564  
FAX: 573-751-3612  
E-mail: [bakerc@sosmail.state.mo.us](mailto:bakerc@sosmail.state.mo.us)

**MONTANA**

MONTANA STATE LIBRARY (remote office)  
510 North Broadway  
Helena, MT 59620-1800  
COORDINATOR: Suzanne Reymer  
TELEPHONE: 406-255-0729  
FAX: 406-255-0732  
E-mail: [sreymer@uswest.net](mailto:sreymer@uswest.net)

**NEBRASKA**

NEBRASKA LIBRARY COMMISSION  
The Atrium; 1200 N Street; Suite 120  
Lincoln, NE 68508-2023  
COORDINATOR: Kathleen Keller  
TELEPHONE: 402-471-3216  
FAX: 402-471-2083  
E-mail: [kkeller@nlc.state.ne.us](mailto:kkeller@nlc.state.ne.us)

**NEVADA**

NEVADA DEPT. OF MUSEUMS, LIBRARY,  
& ARTS  
100 N Stewart St.  
Carson City, NV 89701-4285  
COORDINATOR: Holly Van Valkenburgh  
TELEPHONE: 775-684-3407  
FAX: 775-684-8311  
E-mail: [hvanvalk@clan.lib.nv.us](mailto:hvanvalk@clan.lib.nv.us)

**NEW HAMPSHIRE**

NEW HAMPSHIRE STATE LIBRARY  
North County Office  
244 Main Street  
Lancaster, NH 03584  
COORDINATOR: Sue Palmatier  
TELEPHONE: 603-788-0914  
FAX: 603-788-5125  
E-mail: [spalmatier@finch.nhsl.lib.nh.us](mailto:spalmatier@finch.nhsl.lib.nh.us)

**NEW JERSEY**

NEW JERSEY STATE LIBRARY  
185 W. State Street; P.O. Box 520  
Trenton, NJ 08625-0520  
COORDINATOR: Victoria Rosch  
TELEPHONE: 609-292-7854  
FAX: 609-633-3963  
E-mail: [vrosch@njstatelib.org](mailto:vrosch@njstatelib.org)

**NEW MEXICO**

NEW MEXICO STATE LIBRARY  
1209 Camino Carlos Rey  
Sante Fe, NM 87505-9860  
COORDINATOR: Scott Sheldon  
TELEPHONE: 505-476-9765  
FAX: 505-476-9761  
E-mail: [ssheldon@stlib.state.nm.us](mailto:ssheldon@stlib.state.nm.us)

**NEW YORK**

NEW YORK STATE LIBRARY  
Div. of Library Development  
Cultural Education Center; Room 10B41  
Albany, NY 12230  
COORDINATOR: Maria Hazapis  
TELEPHONE: 518-486-1330  
FAX: 518-486-5254  
E-mail: [mhazapis@mail.nysed.gov](mailto:mhazapis@mail.nysed.gov)

**NORTH CAROLINA**

STATE LIBRARY OF NORTH CAROLINA  
4640 Mail Service Center  
Raleigh, NC 27699-4640  
COORDINATOR: Timothy Owens  
TELEPHONE: 919-733-2570  
FAX: 919-733-8748  
E-mail: [mtowens@library.dcr.state.nc.us](mailto:mtowens@library.dcr.state.nc.us)

**NORTH DAKOTA**

NORTH DAKOTA STATE LIBRARY  
604 E. Boulevard Ave.  
Dept. 250  
Bismarck, ND 58505-0800  
COORDINATOR: Sheryl Haldorson  
TELEPHONE: 701-328-3499  
FAX: 701-328-2040  
E-mail: [shaldors@state.nd.us](mailto:shaldors@state.nd.us)

**OHIO**

STATE LIBRARY OF OHIO  
274 E. First Street  
Columbus, OH 43201  
COORDINATOR: Darla Cottrill  
TELEPHONE: 614-466-1089  
FAX: 614-466-3584  
E-mail: [dcottril@sloma.state.oh.us](mailto:dcottril@sloma.state.oh.us)

**OKLAHOMA**

OKLAHOMA DEPARTMENT OF LIBRARIES  
200 NE 18th St.  
Oklahoma City, OK 73105  
COORDINATOR: Jan Blakely  
TELEPHONE: 405-521-2502  
FAX: 405-525-7804  
E-mail: [jblakely@oltn.odl.state.ok.us](mailto:jblakely@oltn.odl.state.ok.us)

**OREGON**

OREGON STATE LIBRARY  
Library Dev. Servs Div.; State Library Building  
250 Winter Street, NE  
Salem, OR 97310-0640  
COORDINATOR: Ann Reed  
TELEPHONE: 503-378-2112 x 254  
FAX: 503-378-6439  
E-mail: [ann.reed@state.or.us](mailto:ann.reed@state.or.us)

**PENNSYLVANIA**

PENNSYLVANIA DEPT OF EDUCATION  
Office of Commonwealth Libraries  
333 Market Street  
Harrisburg, PA 17126-1745  
COORDINATOR: Matthew Kane  
TELEPHONE: 717-783-5743  
FAX: 717-787-2117  
E-mail: [mkane@state.pa.us](mailto:mkane@state.pa.us)

**RHODE ISLAND**

RHODE ISLAND DEPT OF ADMIN.  
Office of Library & Info. Services  
One Capitol Hill  
Providence, RI 02908  
COORDINATOR: Ann Piascik  
TELEPHONE: 401-222-5776  
FAX: 401-222-4195  
E-mail: [annpk@gw.doa.state.ri.us](mailto:annpk@gw.doa.state.ri.us)

**SOUTH CAROLINA**

SOUTH CAROLINA STATE LIBRARY  
1500 Senate St., P.O. Box 11469  
Columbia, SC 29211  
COORDINATOR: Libby Law  
TELEPHONE: 803-734-8666  
FAX: 803-734-8676  
E-mail: [libby@leo.scsli.state.sc.us](mailto:libby@leo.scsli.state.sc.us)

**SOUTH DAKOTA**

SOUTH DAKOTA STATE LIBRARY  
800 Governor's Dr.  
Pierre, SD 57501-2294  
COORDINATOR: Dorothy Liegl  
TELEPHONE: 605-773-3131  
FAX: 605-773-6962  
E-mail: [dorothy.liegl@state.sd.us](mailto:dorothy.liegl@state.sd.us)

**TENNESSEE**

TENNESSEE STATE LIBRARY & ARCHIVES  
403 Seventh Ave. N  
North Nashville, TN 37243-0312  
COORDINATOR: Shelley Fugitt  
TELEPHONE: 615-532-4601  
FAX: 615-532-9904  
E-mail: [Shelley.Fugitt@state.tn.us](mailto:Shelley.Fugitt@state.tn.us)

**TEXAS**

TEXAS STATE LIBRARY & ARCHIVES  
COMM.  
1201 Brazos Street, Box 12927  
Austin, TX 78711-2927  
COORDINATOR: Margaret Whitehead  
TELEPHONE: 512-936-2236  
FAX: 512-463-8800  
E-mail: [margaret.whitehead@tsli.state.tx.us](mailto:margaret.whitehead@tsli.state.tx.us)

**UTAH**

UTAH STATE LIBRARY DIVISION  
250 N 1950 W; Suite A  
Salt Lake City, UT 84116-7901  
COORDINATOR: Sandi Long  
TELEPHONE: 801-715-6741  
FAX: 801-715-6767  
E-mail: [sklong@utah.gov](mailto:sklong@utah.gov)

**VERMONT**

VERMONT DEPARTMENT OF LIBRARIES  
Midstate Regional Library (use this address)  
578 Paine Turnpike N.  
Berlin, VT 05602  
COORDINATOR: Marianne Kotch  
TELEPHONE: 802-828-2320  
FAX: 802-828-2199  
E-mail: [marianne.kotch@dol.state.vt.us](mailto:marianne.kotch@dol.state.vt.us)

**VIRGINIA**

THE LIBRARY OF VIRGINIA  
800 East Broad Street  
Richmond, VA 23219-8000  
COORDINATOR: Carol Adams  
TELEPHONE: 804-692-3774  
FAX: 804-692-3771  
E-mail: [cadams@lva.lib.va.us](mailto:cadams@lva.lib.va.us)

**WASHINGTON**

WASHINGTON STATE LIBRARY  
415 15<sup>th</sup> Avenue, SW; P.O. Box 42460  
Olympia, WA 98504-2460  
COORDINATOR: Karen Goettling  
TELEPHONE: 360-704-5205  
FAX: 360-586-7575  
E-mail: [kgoettling@secstate.wa.gov](mailto:kgoettling@secstate.wa.gov)

**WEST VIRGINIA**

WEST VIRGINIA LIBRARY COMMISSION  
1900 Kanawha Blvd. East  
Charleston, WV 25305-0620  
COORDINATOR: Steve Fesenmaier  
TELEPHONE: 304 558-3978, ext. 2015  
FAX: 304-558-2044  
E-mail: [fesenms@wvlc.lib.wv.us](mailto:fesenms@wvlc.lib.wv.us)

**WISCONSIN**

WISCONSIN DEPARTMENT OF PUBLIC INST.  
125 S. Webster St., P.O. Box 7841  
Madison, WI 53707-7841  
COORDINATOR: Alan Zimmerman  
TELEPHONE: 608-266-3939  
FAX: 608-267-1052  
E-mail: [alan.zimmerman@dpi.state.wi.us](mailto:alan.zimmerman@dpi.state.wi.us)

**WYOMING**

WYOMING STATE LIBRARY  
Supreme Court & State Library Building  
2301 Capitol Avenue.  
Cheyenne, WY 82002-0650  
COORDINATOR: Jill Rourk  
TELEPHONE: 307-777-5914  
FAX: 307-777-6289  
E-mail: [jrourk@state.wy.us](mailto:jrourk@state.wy.us)

**OUTLYING AREAS:****COMMONWEALTH OF THE NORTHERN  
MARIANA ISLANDS (CNMI)**

Joeten-Kiyu Public Library  
P.O. Box 1092  
Saipan, MP 96950  
COORDINATOR: Susan Becton  
TELEPHONE: 670-235-7322  
FAX: 670-235-7550  
E-mail: [kclatham@usa.com](mailto:kclatham@usa.com)  
c/o Kevin Latham (director)

**GUAM**

NIEVES M. FLORES MEMORIAL LIBR.  
254 Martyr Street  
Agana, Guam 96910  
COORDINATOR: Melissa Tajeron  
TELEPHONE: 671-475-4753  
FAX: 671-477-9777  
E-mail: [gpls.stats@mail.gov.gu](mailto:gpls.stats@mail.gov.gu)

**PUERTO RICO**

PUERTO RICO DEPARTMENT OF  
EDUCATION  
Library and Information Services Program  
P.O. Box 190759  
San Juan, PR 00919-0759  
COORDINATOR: Olga Alvarez  
TELEPHONE: 787-754-1120  
FAX: 787-753-6945  
E-mail: [alvarez\\_o@de.gobierno.pr](mailto:alvarez_o@de.gobierno.pr)

**REPUBLIC OF PALAU**

PALAU PUBLIC LIBRARY  
Ministry of Education  
P.O. Box 189  
Koror, Palau 96940  
COORDINATOR: Fermina Salvador  
TELEPHONE: 011-680-488-2973  
FAX: 011-680-488-2830  
U.S. TELEPHONE: 202-452-6814  
U.S. FAX: 202-452-6281  
E-mail: [moe@palaumoe.net](mailto:moe@palaumoe.net)

**U.S. VIRGIN ISLANDS**

DIV. OF LIBRARIES, ARCHIVES & MUSEUMS  
#23 Dronningens Gade  
St. Thomas, VI 00802  
COORDINATOR: Sharlene Harris  
TELEPHONE: 340-774-3407  
FAX: 340-775-1887  
E-mail: [sharlenejh@earthlink.net](mailto:sharlenejh@earthlink.net)

**FSCS DIRECTORY  
STATE LIBRARY AGENCY WEB SITES**

Alabama	<a href="http://www.avl.lib.al.us/">http://www.avl.lib.al.us/</a>
Alaska	<a href="http://www.library.state.ak.us/">http://www.library.state.ak.us/</a>
Arizona	<a href="http://dlapr.lib.az.us/">http://dlapr.lib.az.us/</a>
Arkansas	<a href="http://www.asl.lib.ar.us/">http://www.asl.lib.ar.us/</a>
California	<a href="http://www.library.ca.gov/">http://www.library.ca.gov/</a>
Colorado	<a href="http://www.cde.state.co.us/#libraries">http://www.cde.state.co.us/#libraries</a>
Connecticut	<a href="http://www.cslib.org">http://www.cslib.org</a>
Delaware	<a href="http://www.lib.de.us">http://www.lib.de.us</a>
Dist. of Columbia	<a href="http://www.dclibrary.org">http://www.dclibrary.org</a>
Florida	<a href="http://dlis.dos.state.fl.us/fgils">http://dlis.dos.state.fl.us/fgils</a>
Georgia	<a href="http://www.gpls.public.lib.ga.us/pls">http://www.gpls.public.lib.ga.us/pls</a>
Hawaii	<a href="http://www.hcc.hawaii.edu/hsplshp.html">http://www.hcc.hawaii.edu/hsplshp.html</a>
Idaho	<a href="http://www.lili.org/isl/">http://www.lili.org/isl/</a>
Illinois	<a href="http://www.cyberdriveillinois.com/library/isl/isl.html">http://www.cyberdriveillinois.com/library/isl/isl.html</a>
Indiana	<a href="http://www.statelib.lib.in.us/">http://www.statelib.lib.in.us/</a>
Iowa	<a href="http://www.silo.lib.ia.us/">http://www.silo.lib.ia.us/</a>
Kansas	<a href="http://skyways.lib.ks.us/kansas/">http://skyways.lib.ks.us/kansas/</a>
Kentucky	<a href="http://www.kdla.state.ky.us/">http://www.kdla.state.ky.us/</a>
Louisiana	<a href="http://www.state.lib.la.us/statelib.htm">http://www.state.lib.la.us/statelib.htm</a>
Maine	<a href="http://www.state.me.us/msl/mslhome.htm">http://www.state.me.us/msl/mslhome.htm</a>
Maryland	<a href="http://www.sailor.lib.md.us/">http://www.sailor.lib.md.us/</a>
Massachusetts	<a href="http://www.state.ma.us/">http://www.state.ma.us/</a>
Michigan	<a href="http://www.libofmich.lib.mi.us">http://www.libofmich.lib.mi.us</a>
Minnesota	<a href="http://cfl.state.mn.us/library/">http://cfl.state.mn.us/library/</a>
Mississippi	<a href="http://www.mlc.lib.ms.us/">http://www.mlc.lib.ms.us/</a>
Missouri	<a href="http://mosl.sos.state.mo.us/lib-ser/libser.html">http://mosl.sos.state.mo.us/lib-ser/libser.html</a>
Montana	<a href="http://msl.state.mt.us/">http://msl.state.mt.us/</a>
Nebraska	<a href="http://www.nlc.state.ne.us/">http://www.nlc.state.ne.us/</a>
Nevada	<a href="http://www.clan.lib.nv.us/">http://www.clan.lib.nv.us/</a>
New Hampshire	<a href="http://www.state.nh.us/nhsl/index.html">http://www.state.nh.us/nhsl/index.html</a>
New Jersey	<a href="http://www.njstatelib.org/">http://www.njstatelib.org/</a>
New Mexico	<a href="http://www.stlib.state.nm.us/">http://www.stlib.state.nm.us/</a>
New York	<a href="http://www.nysl.nysed.gov/">http://www.nysl.nysed.gov/</a>
North Carolina	<a href="http://statelibrary.dcr.state.nc.us/ncslhome.htm">http://statelibrary.dcr.state.nc.us/ncslhome.htm</a>
North Dakota	<a href="http://ndsl.lib.state.nd.us/">http://ndsl.lib.state.nd.us/</a>
Ohio	<a href="http://winslo.state.oh.us/">http://winslo.state.oh.us/</a>
Oklahoma	<a href="http://www.odl.state.ok.us/">http://www.odl.state.ok.us/</a>
Oregon	<a href="http://www.osl.state.or.us/home/">http://www.osl.state.or.us/home/</a>
Pennsylvania	<a href="http://www.statelibrary.state.pa.us/">http://www.statelibrary.state.pa.us/</a>
Rhode Island	<a href="http://www.olis.state.ri.us/">http://www.olis.state.ri.us/</a>

**STATE LIBRARY AGENCY WEB SITES—Continued**

Vermont	<a href="http://dol.state.vt.us">http://dol.state.vt.us</a>
Virginia	<a href="http://www.lva.lib.va.us">http://www.lva.lib.va.us</a>
Washington	<a href="http://www.statelib.wa.gov/">http://www.statelib.wa.gov/</a>
West Virginia	<a href="http://129.71.160.4/">http://129.71.160.4/</a>
Wisconsin	<a href="http://www.dpi.state.wi.us/dlcl/">http://www.dpi.state.wi.us/dlcl/</a>
Wyoming	<a href="http://www-wsl.state.wy.us">http://www-wsl.state.wy.us</a>

**Outlying areas:**

CNMI	<a href="http://www.saipan.com/gov/library">http://www.saipan.com/gov/library</a>
Virgin Islands	<a href="http://www.library.gov.vi/">http://www.library.gov.vi/</a>

A listing of these web sites can be accessed from the Wisconsin State Library web site address, the Delaware State Library web site address, COSLA web site at <http://www.cosla.org/>, or the NCLIS web site at <http://www.nclis.gov/statsurv/surveys/stla/linksStLA/stliblst.html>.

FSCS DIRECTORY  
STEERING COMMITTEE

Carolyn Ashcraft, **Chair\***  
ARKANSAS STATE LIBRARY  
One Capitol Mall, 5<sup>th</sup> Floor  
Little Rock, AR 72201  
Telephone: 501-682-5288  
Fax: 501-682-1693  
E-mail: [cashcraft@asl.lib.ar.us](mailto:cashcraft@asl.lib.ar.us)  
Term Expires: **December 2003**

Adrienne Chute\*  
Elementary/Secondary & Library Studies Division  
NCES  
1900 K Street, NW; # 9091  
Washington, DC 20006  
Telephone: 202-502-7328  
Fax: 202-502-7475  
E-mail: [adrienne.chute@ed.gov](mailto:adrienne.chute@ed.gov)

Mary Chute  
Deputy Director, Office of Library Services  
IMLS  
1100 Pennsylvania Avenue, NW  
Washington, DC 20506  
Telephone: 202-606-8536  
Fax: 202-606-8591  
E-mail: [mchute@imls.gov](mailto:mchute@imls.gov)

Darla Cottrill, **Chair, Data Collection Subcommittee**  
STATE LIBRARY OF OHIO  
274 E. First Avenue  
Columbus, OH 43201  
Telephone: 614-466-1089  
Fax: 614-466-3584  
E-Mail: [dcottril@sloma.state.oh.us](mailto:dcottril@sloma.state.oh.us)

Patience Frederiksen\*  
ALASKA STATE LIBRARY, ARCHIVES & MUSEUMS  
344 W. 3rd St., Suite 125  
Anchorage, AK 99501  
Telephone: 800-776-6566  
Fax: 907-269-6580  
E-mail: [Patience.Frederiksen@eed.state.ak.us](mailto:Patience.Frederiksen@eed.state.ak.us)  
Term Expires: **December 2005**

Jane Carol-Heiser  
Administrative Librarian  
Office of Library Services  
IMLS  
1100 Pennsylvania Avenue, NW  
Washington, DC 20506  
Telephone: 202-606-5226  
Fax: 202-606-8591  
E-mail: [jheiser@imls.gov](mailto:jheiser@imls.gov)

Marianne Kotch, **Vice Chair & Chair, Data Conference Subcommittee\***  
Vermont Department of Libraries  
Midstate Regional Library (use this address)  
578 Paine Turnpike N.  
Berlin, VT 05602  
Telephone: 802-828-2320  
Fax: 802-828-2199  
E-mail: [marianne.kotch@dol.state.vt.us](mailto:marianne.kotch@dol.state.vt.us)  
Term Expires: **December 2004**

Elaine Kroe  
Elementary/Secondary & Library Studies Division  
NCES  
1900 K Street, NW; # 9027  
Washington, DC 20208-5652  
Telephone: 202-502-7379  
Fax: 202-502-7490  
E-mail: [patricia.kroe@ed.gov](mailto:patricia.kroe@ed.gov)

Keith Lance, **Chair, Data Elements Subcommittee**  
COLORADO DEPT. OF EDUCATION  
Director, Library Research Service  
201 E. Colfax Avenue, Room 309  
Denver, CO 80203-1799  
Telephone: 303-866-6737  
Fax: 303-866-6940  
E-mail: [lance\\_k@cde.state.co.us](mailto:lance_k@cde.state.co.us)

Libby Law, **Steering Committee Secretary**  
SOUTH CAROLINA STATE LIBRARY  
1500 Senate St.  
P.O. Box 11469  
Columbia, SC 21211  
Telephone: 803-734-8666  
Fax: 803-734-8676  
E-mail: [libby@leo.scsli.state.sc.us](mailto:libby@leo.scsli.state.sc.us)

Mary Jo Lynch\*  
Director  
ALA OFFICE FOR RESEARCH & STATISTICS  
50 E. Huron St.  
Chicago, IL 60611-2795  
Telephone: 1-800-545-2433 ext. 4273  
or 312-280-4273  
Fax: 312-280-3255  
E-mail: [mlynch@ala.org](mailto:mlynch@ala.org)

Bob Molyneux\*  
Director, Statistics and Surveys  
NCLIS/LSP  
1110 Vermont Avenue, NW; Suite 820  
Washington, DC 20005-3552  
Telephone: 202-606-9200  
Fax: 202-606-9203  
E-mail: [bmolyneux@nclis.gov](mailto:bmolyneux@nclis.gov)

Fred Neighbors\*  
ALABAMA PUBLIC LIBRARY SERVICE  
6030 Monticello Drive  
Montgomery, AL 36130  
Telephone: 334-213-3916  
Fax: 334-213-3993  
E-mail: [fneighbors@apls.state.al.us](mailto:fneighbors@apls.state.al.us)  
Term Expires: **December 2005**

Jeffrey Owings  
Associate Commissioner  
Institute of Education Sciences  
NCES  
1900 K Street, NW; # 9105  
Washington, DC 20006  
Telephone: 202-502-7423  
Fax: 202-502-7466  
E-mail: [jeffrey.owings@ed.gov](mailto:jeffrey.owings@ed.gov)

J.D. Waggoner **representing COSLA\***  
State Librarian  
West Virginia Library Commission  
1900 Kanawha Blvd. East  
Charleston, WV 25305-0620  
Telephone: 304-558-2041  
Fax: 304-558-2044  
E-mail: [waggoner@wvlc.lib.wv.us](mailto:waggoner@wvlc.lib.wv.us)

Robert S. Willard\*  
Executive Director  
NCLIS  
1110 Vermont Avenue, N.W., Suite 820  
Washington, DC 20005-3552  
Telephone: 202-606-9200  
Fax: 202-606-9203  
E-mail: [bwillard@nclis.gov](mailto:bwillard@nclis.gov)

Jeffrey Williams\*  
Team Leader, Library Cooperative System  
and Institutional Studies Program  
Elementary/Secondary & Library Studies Division  
NCES  
1990 K Street, NW; # 9105  
Washington, DC 20006  
Telephone: 202-502-7476  
Fax: 202-502-7466  
E-mail: [jeffrey.williams@ed.gov](mailto:jeffrey.williams@ed.gov)

Alan Zimmerman, **Chair, Data Use  
Subcommittee\***  
WISCONSIN DEPARTMENT OF PUBLIC INST.  
125 S. Webster St., P.O. Box 7841  
Madison, WI 53707-7841  
Telephone: 608-266-3939  
Fax: 608-267-1052  
E-mail: [alan.zimmerman@dpi.state.wi.us](mailto:alan.zimmerman@dpi.state.wi.us)  
Term Expires: **December 2004**

### **\*Voting Members**

**FSCS DIRECTORY  
DATA COLLECTION SUBCOMMITTEE**

Darla Cottrill, **Chair**  
STATE LIBRARY OF OHIO  
Telephone: 614-466-1089  
Fax: 614-466-3584  
E-mail: [dcottril@sloma.state.oh.us](mailto:dcottril@sloma.state.oh.us)

Carolyn Ashcraft \*  
ARKANSAS STATE LIBRARY  
Telephone: 501-682-5288  
Fax: 501-682-1693  
E-mail: [cashcraft@asl.lib.ar.us](mailto:cashcraft@asl.lib.ar.us)

Marianne Kotch  
VERMONT DEPARTMENT OF LIBRARIES  
Telephone: 802-828-2320  
Fax: 802-828-2199  
E-mail: [marianne.kotch@dol.state.vt.us](mailto:marianne.kotch@dol.state.vt.us)

Fred Neighbors  
ALABAMA PUBLIC LIBRARY SERVICE  
Telephone: 334-213-3916  
Fax: 334-213-3993  
E-mail: [fneighbors@apls.state.al.us](mailto:fneighbors@apls.state.al.us)

Elaine Kroe  
NCES  
Telephone: 202-502-7379  
FAX: 202-502-7490  
E-mail: [patricia.kroe@ed.gov](mailto:patricia.kroe@ed.gov)

Patty O'Shea  
U.S. CENSUS BUREAU  
Telephone: 800-451-6235  
FAX: 301-457-1540  
E-mail: [patricia.mary.o'shea@census.gov](mailto:patricia.mary.o'shea@census.gov)

Mike Freeman  
U.S. CENSUS BUREAU  
Telephone: 301-763-7396  
Fax: 301-457-1540  
E-mail: [Michael.C.Freeman@census.gov](mailto:Michael.C.Freeman@census.gov)

\* Steering Committee Chair will participate in each Subcommittee as needed.

**FSCS DIRECTORY  
DATA ELEMENTS SUBCOMMITTEE**

Keith Curry Lance, **Chair**  
COLORADO STATE LIBRARY  
Telephone: 303-866-6737  
Fax: 303-866-6940  
E-mail: [lance\\_k@cde.state.co.us](mailto:lance_k@cde.state.co.us)

Carolyn Ashcraft  
ARKANSAS STATE LIBRARY  
Telephone: 501-682-5288  
Fax: 501-682-1693  
E-mail: [cashcraft@asl.lib.ar.us](mailto:cashcraft@asl.lib.ar.us)

Mary Jo Lynch, Director  
ALA OFFICE FOR RESEARCH & STATISTICS  
Telephone: 800-545-2433 ext. 4273 or  
312-280-4273  
Fax: 312-280-3255  
E-mail: [mlynch@ala.org](mailto:mlynch@ala.org)

Patience Frederiksen  
ALASKA STATE LIBRARY,  
ARCHIVES & MUSEUMS  
Telephone: 800-776-6566  
Fax: 907-269-6580  
E-mail: [Patience\\_Frederiksen@eed.state.ak.us](mailto:Patience_Frederiksen@eed.state.ak.us)

J.D. Waggoner  
WEST VIRGINIA LIBRARY COMMISSION  
Telephone: 304-558-2041  
Fax: 304-558-2044  
E-mail: [waggoner@wvlc.lib.wv.us](mailto:waggoner@wvlc.lib.wv.us)

Alan Zimmerman  
WISCONSIN DEPARTMENT OF PUBLIC INST.  
Telephone: 608-266-3939  
Fax: 608-267-1052  
E-mail: [alan.zimmerman@dpi.state.wi.us](mailto:alan.zimmerman@dpi.state.wi.us)

Adrienne Chute  
NCES  
Telephone: 202-502-7328  
Fax: 202-502-7475  
E-mail: [adrienne.chut@ed.gov](mailto:adrienne.chut@ed.gov)

Libby Law  
SOUTH CAROLINA STATE LIBRARY  
Telephone: 803-734-8666  
Fax: 803-734-8676  
E-mail: [libby@leo.scslib.state.sc.us](mailto:libby@leo.scslib.state.sc.us)

Cynthia Jo Ramsey  
U.S. CENSUS BUREAU  
Telephone: 301-763-1568  
Fax: 301-457-1424  
E-mail: [Cynthia.Jo.Ramsey@census.gov](mailto:Cynthia.Jo.Ramsey@census.gov)

**FSCS DIRECTORY  
DATA USE SUBCOMMITTEE**

Alan Zimmerman, **Chair**  
WISCONSIN DEPARTMENT OF PUBLIC INST.  
Telephone: 608-266-3939  
Fax: 608-267-1052  
E-mail: [alan.zimmerman@dpi.state.wi.us](mailto:alan.zimmerman@dpi.state.wi.us)

Carolyn Ashcraft  
ARKANSAS STATE LIBRARY  
Telephone: 501-682-5288  
Fax: 501-682-1693  
E-mail: [cashcraft@asl.lib.ar.us](mailto:cashcraft@asl.lib.ar.us)

Adrienne Chute  
NCES  
Telephone: 202-502-7328  
Fax: 202-502-7475  
E-mail: [adrienne.chute@ed.gov](mailto:adrienne.chute@ed.gov)

Fred Neighbors  
ALABAMA PUBLIC LIBRARY SERVICE  
Telephone: 334-213-3916  
Fax: 334-213-3993  
E-mail: [fneighbors@apls.state.al.us](mailto:fneighbors@apls.state.al.us)

Bob Molyneux  
NCLIS/LSP  
Telephone: 202-606-9200  
Fax: 202-606-9203  
E-mail: [bmolyneux@nclis.gov](mailto:bmolyneux@nclis.gov)

Libby Law  
SOUTH CAROLINA STATE LIBRARY  
Telephone: 803-734-8666  
Fax: 803-734-8676  
E-mail: [libby@leo.scsli.state.sc.us](mailto:libby@leo.scsli.state.sc.us)

Michael Freeman  
U.S. CENSUS BUREAU  
Telephone: 301-763-7396  
Fax: 301-457-1540  
E-mail: [Michael.C.Freeman@census.gov](mailto:Michael.C.Freeman@census.gov)

Mary Jo Lynch  
ALA OFFICE FOR RESEARCH & STATISTICS  
Telephone: 800-545-2433 ext. 4273  
**or** 312-280-4273  
Fax: 312-280-3255  
E-mail: [mlynch@ala.org](mailto:mlynch@ala.org)

Cynthia Jo Ramsey  
U.S. CENSUS BUREAU  
Telephone: 301-763-1568  
Fax: 301-457-1540  
E-mail: [Cynthia.Jo.Ramsey@census.gov](mailto:Cynthia.Jo.Ramsey@census.gov)

**FSCS DIRECTORY  
DATA CONFERENCE SUBCOMMITTEE**

Marianne Kotch, **Chair**  
VERMONT DEPARTMENT OF LIBRARIES  
Telephone: 802-828-2320  
Fax: 802-828-2199  
E-mail: [marianne.kotch@dol.state.vt.us](mailto:marianne.kotch@dol.state.vt.us)

Carolyn Ashcraft  
ARKANSAS STATE LIBRARY  
Telephone: 501-682-5288  
Fax: 501-682-1693  
E-mail: [cashcraft@asl.lib.ar.us](mailto:cashcraft@asl.lib.ar.us)

Patience Frederiksen  
ALASKA STATE LIBRARY, ARCHIVES & MUSEUMS  
Telephone: 800-776-6566  
Fax: 907-269-6580  
E-mail: [Patience\\_Frederiksen@eed.state.ak.us](mailto:Patience_Frederiksen@eed.state.ak.us)

Keith Curry Lance  
COLORADO STATE LIBRARY  
Telephone: 303-866-6737  
Fax: 303-866-6940  
E-mail: [lance\\_k@cde.state.co.us](mailto:lance_k@cde.state.co.us)

Darla Cottrill  
STATE LIBRARY OF OHIO  
Telephone: 614-466-1089  
Fax: 614-466-3584  
E-mail: [dcottril@sloma.state.oh.us](mailto:dcottril@sloma.state.oh.us)

Jeffrey Williams  
NCES  
Telephone: 202-502-7476  
Fax: 202-502-7466  
E-mail: [jeffrey.williams@ed.gov](mailto:jeffrey.williams@ed.gov)

Patricia O'Shea  
U.S. CENSUS BUREAU  
Telephone: 301-763-7356  
Fax: 301-457-1540  
E-mail: [patricia.mary.o'shea@census.gov](mailto:patricia.mary.o'shea@census.gov)

**FSCS DIRECTORY 2003  
RESOURCE CONTACTS****NCES****Public Libraries Survey Operations:  
Data Collection:**

Elaine Kroe  
Elementary/Secondary & Library Studies Division  
Telephone: 202-502-7379  
FAX: 202-502-7490  
E-mail: [patricia.kroe@ed.gov](mailto:patricia.kroe@ed.gov)

**FSCS (Federal-State Cooperative System  
for Public Library Data):**

Adrienne Chute  
Elementary/Secondary & Library Studies Division  
Telephone: 202-502-7328  
FAX: 202-502-7475  
E-mail: [adrienne.chute@ed.gov](mailto:adrienne.chute@ed.gov)

**Program Meeting Support:**

Peggy Quinn  
Elementary/Secondary & Library Studies Division  
Telephone: 202-502-7368  
FAX: 202-502-74566  
E-mail: [peggy.quinn@ed.gov](mailto:peggy.quinn@ed.gov)

**Contractors to NCES**

Patricia M. O'Shea  
U.S. CENSUS BUREAU  
Telephone: 301-763-7356  
Fax: 301-457-1540  
E-mail: [patricia.mary.o'shea@census.gov](mailto:patricia.mary.o'shea@census.gov)

Cynthia Jo Ramsey  
U.S. CENSUS BUREAU  
Telephone: 301-763-1568  
Fax: 301-457-1424  
E-mail: [Cynthia.Jo.Ramsey@census.gov](mailto:Cynthia.Jo.Ramsey@census.gov)

Laura C. Hudgins  
U.S. CENSUS BUREAU  
Telephone: 301-763-7326  
FAX: 301-457-1542  
E-mail: [laura.c.hudgins@census.gov](mailto:laura.c.hudgins@census.gov)

**NCLIS (Administrative Matters):**

Bob Molyneux  
Director, Statistics and Surveys  
Telephone: 202-606-9200  
Fax: 202-606-9203  
E-mail: [bmolyneux@nclis.gov](mailto:bmolyneux@nclis.gov)

Kim Miller  
Special Assistant - Technical  
Telephone: 202-606-9200  
Fax: 202-606-9203  
E-mail: [kmiller@nclis.gov](mailto:kmiller@nclis.gov)

**Elaine Kroe** is responsible for the survey operations focusing on data collection for the Public Libraries Survey and the State Library Agencies Survey.

**Adrienne Chute** is involved in cooperative activities pertaining to development of the Library Statistics Cooperative Program and is involved with analytical projects under the Public Libraries Survey. She also works on Web site development for the NCES library surveys.

**Jeffrey Williams** is Team Leader, Library Cooperative System and Institutional Studies Program, Elementary/Secondary & Library Studies Division, NCES.

**FSCS DIRECTORY 2003  
RESOURCE CONTACTS**

**FSCS Steering Committee - Subcommittee Chairs**

**DATA COLLECTION:**

Darla Cottrill  
STATE LIBRARY OF OHIO  
Telephone: 614-466-1089  
Fax: 614-728-2788  
E-mail: [dcottril@sloma.state.oh.us](mailto:dcottril@sloma.state.oh.us)

**DATA CONFERENCE:**

Marianne Kotch  
VERMONT DEPARTMENT OF LIBRARIES  
Telephone: 802-828-2320  
Fax: 802-828-2199  
E-mail: [marianne.kotch@dol.state.vt.us](mailto:marianne.kotch@dol.state.vt.us)

**DATA ELEMENTS:**

Keith C. Lance  
COLORADO STATE LIBRARY  
Telephone: 303-866-6737  
Fax: 303-866-6940  
E-mail: [lance\\_k@cde.state.co.us](mailto:lance_k@cde.state.co.us)

**DATA USE:**

Alan Zimmerman  
WISCONSIN DEPARTMENT OF PUBLIC INST.  
Telephone: 608-266-3939  
Fax: 608-267-1052  
E-mail: [alan.zimmerman@dpi.state.wi.us](mailto:alan.zimmerman@dpi.state.wi.us)

**National Education Data Resource Center (NEDRC)**

The **National Education Data Resource Center (NEDRC)** helps customers obtain NCES reports and data files through the Internet. The NEDRC also responds to requests for special tabulations on library studies and surveys. These services are free of charge. Contact the NEDRC at 1900 N. Beauregard Street, Suite 200, Alexandria, VA 22311-1722; telephone 703 845-3151, fax 703-820-7465, or email: [nedrc@pcci.com](mailto:nedrc@pcci.com).

**Mentor State and Territory Assignment List**

<b>Mentors</b>	<b>States &amp; Territories Assigned</b>
Keith Lance (CO)	AZ, MT, NE, NM, NV, WY
Patience Fredericksen (AK)	CA, HI, ID, OR, UT, WA
Darla Cottrill (OH)	D.C., Guam, CNMI (Northern Marianas), Virgin Islands, Palau, Puerto Rico
Fred Neighbors (AL)	FL, GA, IN, KY, TN, WV
Marianne Kotch (VT)	CT, MA, ME, NH, NY, RI
Al Zimmerman (WI)	IA, IL, MI, MN, ND, SD
Libby Law (SC)	DE, MD, NC, NJ, PA, VA
Carolyn Ashcraft (AR)	KS, LA, MO, MS, OK, TX

**COSLA REPRESENTATIVES  
FSCS Directory  
Chief Officers of State Library Agencies**

<b><u>STATE</u></b>	<b><u>NAME</u></b>	<b><u>TELEPHONE</u></b>	<b><u>TELEFAX</u></b>
ALABAMA	Rebecca Mitchell	334-213-3902	334-213-3993
ALASKA	George Smith, acting	907-465-2911	907-465-2151
ARIZONA	GladysAnn Wells	602-542-4035	602-542-4972
ARKANSAS	Jack Mulkey	501-682-1526	501-682-1899
CALIFORNIA	Kevin Starr	916-654-0174	916-654-0064
COLORADO	Nancy Bolt	303-866-6733	303-866-6940
CONNECTICUT	Kendall Wiggin	860-757-6510	860-757-6503
DELAWARE	Annie Norman	302-739-4748 x 111	302-739-6787
DIST. OF COLUMBIA	Molly Raphael	202-727-1101	202-727-1129
FLORIDA	Judith Ring	850-245-6600	850-488-2746
GEORGIA	Lamar Veatch	404-982-3569	404-982-3563
HAWAII	Jo Ann Schindler	808-586-3704	808-586-3715
IDAHO	Charles A. Bolles	208-334-2150	208-334-4016
ILLINOIS	Jean Wilkins	217-782-2994	217-785-4326
INDIANA	Barbara Maxwell	317-232-3692	317-232-0002
IOWA	Mary Wegner	515-281-4105	515-281-6191
KANSAS	Duane F. Johnson	913-296-3296	913-296-6650
KENTUCKY	James A. Nelson	502-564-8300 x 312	502-564-5773
LOUISIANA	Thomas F. Jaques	225-342-4923	225-219-4804
MAINE	J. Gary Nichols	207-287-5600	207-287-5615
MARYLAND	Irene Padilla	410-767-0435	410-333-2507
MASSACHUSETTS	Robert C. Maier	617-267-9400	617-421-9833
MICHIGAN	Christie P. Brandau	517-373-7513	517-373-5815
MINNESOTA	Vacant	<a href="tel:651-582-8808">651-582-8808</a>	651-582-8725
MISSISSIPPI	Sharman Smith	601-961-4039	601-354-6713

**Chief Officers of State Library Agencies—Continued**

<b><u>STATE</u></b>	<b><u>NAME</u></b>	<b><u>TELEPHONE</u></b>	<b><u>TELEFAX</u></b>
MISSOURI	Sara Parker	573-751-2751	573-751-3612
MONTANA	Karen Strege	406-444-3115	406-444-5612
NEBRASKA	Rod Wagner	402-471-4001	402-471-2083
NEVADA	Sara Jones	702-684-3315	702-684-3311
NEW HAMPSHIRE	Michael York	603-271-2397	603-271-6826
NEW JERSEY	Norma E. Blake	609-292-6201	609-292-2746
NEW MEXICO	Richard Akeroyd	505-476-9762	505-476-9761
NEW YORK	Janet Welch	518-474-5930	518-486-6880
NORTH CAROLINA	Sandra Cooper	919-733-2570	919-733-8748
NORTH DAKOTA	Doris Ott	701-328-2492	701-328-2040
OHIO	Michael Lucas	614-644-7041	614-466-3584
OKLAHOMA	Susan McVey	405-521-3173	405-525-7804
OREGON	James Scheppeke	503-378-4367	503-585-8059
PENNSYLVANIA	Gary D. Wolfe	717-787-2646	717-772-3265
RHODE ISLAND	Ann Parent	401-222-5763	401-222-2083
SOUTH CAROLINA	James B. Johnson, Jr.	803-734-8656	803-734-8676
SOUTH DAKOTA	Suzanne Miller	605-773-3131	605-773-6962
TENNESSEE	Edwin Gleaves	615-741-7996	615-532-9293
TEXAS	Peggy Rudd	512-463-5460	512-463-5436
UTAH	Gerald Buttars, Interim	801-715-6777	801-715-6767
VERMONT	Sybil Brigham McShane	802-828-3265	802-828-2199
VIRGINIA	Nolan T. Yelich	804-692-3535	804-692-3594
WASHINGTON	Jan Walsh	360-704-5253	360-586-7575
WEST VIRGINIA	J.D. Waggoner	304-558-2041	304-558-2044
WISCONSIN	Richard Grobschmidt	608-266-2205	608-267-1052
WYOMING	Lesley Boughton	307-777-7283	307-777-6289

**Chief Officers of State Library Agencies—Continued**

<b><u>OUTLYING AREAS</u></b>	<b><u>NAME</u></b>	<b><u>TELEPHONE</u></b>	<b><u>TELEFAX</u></b>
AMERICAN SAMOA	Emma C. Penn	011-684-633-1181/2	
CNMI	Kevin Latham	011-670-235-7322	011-670-235-7550
GUAM	Christine K. Scott-Smith	011-671-475-4753	011-671-477-9777
PUERTO RICO	Sandra Castro	809-759-2000 x3552	809-754-0843
REPUBLIC OF PALAU	Steve N. Umetaro Hersey Kyota (U.S. Office)	011-680-488-2952 202-624-7793	011-680-488-1465 202-624-7795
U.S. VIRGIN ISLANDS	Sharlene Harris	340-774-3407	340-775-1887

## Appendix L—FSCS Steering Committee By-Laws

### By-Laws, FSCS Steering Committee

December 1999

#### Purpose

To develop procedures regarding FSCS, including database specifications, output, analysis, and use of data, quality control and training, long range planning, and related matters.

#### Membership

The steering committee shall consist of five (5) State Data Coordinators (SDCs)<sup>1</sup> or other representatives designated by the state library agency (e.g., contractors, consultants) who are selected by state data coordinators at the annual business meeting. All terms shall be for three (3) years. Members can serve additional terms; but, must be off the committee for one (1) year between terms. In addition to the five (5) SDCs, ex-officio members shall include a representative of the Chief Officers of State Library Agencies (Chair of COSLA Research and Statistics Committee) and a representative of the U.S. National Commission on Libraries and Information Science (NCLIS), the FSCS coordinator at NCLIS, two (2) members of the National Center for Education Statistics (NCES) staff, the Director of the Office for Research and Statistics at the American Library Association (ALA), and others appointed contingent upon available funding.

Whenever possible decisions shall be reached by consensus. When voting is necessary, a majority of elected and ex-officio members present shall determine the outcome. When there is a matter that requires the representation of the views of all SDCs, the steering committee chair shall call for a vote of the five (5) elected members.

The Steering Committee (SC) shall serve as a nominating committee to draw up a slate of State Data Coordinator (SDC) nominees for elected positions on the SC that will become vacant due to the expiration of the term at the next annual meeting of the SDCs. Elections shall take place at the annual meeting of the SDCs. There shall be a minimum of two nominees per vacancy. The nominee(s) receiving the most votes shall fill the available vacancy(ies).

If a vacancy should occur before the expiration of the stipulated term, the SC shall also nominate a minimum of two SDCs for that seat. The SDC elected to fill a vacancy that occurred prior to the expiration of the term shall serve only the remainder of that term. This section does not prohibit the Chair of the SC from appointing an interim member to the SC who would serve until the next annual meeting. Newly-elected members of the SC shall begin their terms immediately after the conclusion of the annual meeting.

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<sup>1</sup> In addition to the 50 states, SDC representation includes the District of Columbia and the territories as defined by the Institute for Museums and Library Services (IMLS) which governs eligibility for federal funding under the Pacific Resources for Education and Learning (PREL). The territories include: Puerto Rico, American Virgin Islands, American Samoa, Commonwealth of Northern Mariana Islands, and Guam.

### **Officers**

At the last meeting before the annual workshop, a Chair and Vice-Chair shall be elected by and from among the five (5) elected members. NCES shall designate or provide a secretary to record substantive actions of the committee and to provide draft minutes to the Committee members within 30 days of each meeting.

### **Meetings**

The Steering Committee shall hold at least three (3) meetings each calendar year. Other meetings may be called by NCES as needed for specific purposes. The FSCS Coordinator shall propose agendas to be reviewed and approved by NCES and members of the Steering Committee at least one month prior to each meeting. Each Steering Committee member shall receive a copy of the agenda at least one week prior to each meeting.

The elected members of the Steering Committee shall caucus at the beginning of the first day of each Steering Committee meeting. When discussion warrants, additional caucuses may be called by a majority of the elected members.

### **Sub-committees**

The Steering Committee may delegate responsibilities to sub-committees, as needed. Membership on sub-committees shall not be limited to Steering Committee members.

Standing sub-committees include: Data Collection, Data Elements, Data Use, and Training.

All sub-committees shall have charges to be reviewed annually.

Sub-committee members and chairs shall be appointed by the Chair of the Steering Committee contingent upon available funding. The Chair of the COSLA Research and Statistics Committee representative will be a permanent member of the Data Elements Sub-committee.

### **Committee Reports and Work Plan**

The outgoing Chair shall present a report of the Committee's activities in the past year to the SDCs at their annual meeting.

At the Steering Committee's last meeting before the annual SDC meeting, the committee shall adopt planned objectives and activities for the following calendar year. The incoming Chair shall present these objectives and activities at the annual meeting for adoption by a majority of the SDCs present at that meeting.

Other recommendations regarding FSCS, which are adopted by the majority of the SDCs at their annual meeting, shall be referred to the committee for deliberation and action. Committee actions, as recorded in FSCS memos, will be provided to all state data coordinators.

Proposed additions and conceptual changes to FSCS data elements are subject to the FSCS Policy and Procedures For Review of Data Elements.

### **Amendment**

These by-laws may be amended by a two-thirds vote of the SDCs at their annual meeting.

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### Appendix M—FSCS Policy and Procedures for Review of Data Elements

#### FEDERAL-STATE COOPERATIVE SYSTEM FOR PUBLIC LIBRARY DATA

#### POLICY AND PROCEDURES FOR REVIEW OF DATA ELEMENTS

Any changes to the existing data elements, additions of new data elements, or deletions of existing data elements should be undertaken only after careful consideration of:

- the burden placed on local public libraries and state libraries;  
(That is, to what extent are data available or how feasible is it to collect data?);
- the extent to which policy formulation and analysis, and decision-making would be improved or enhanced;
- the effect on other data elements; and
- the extent to which integration with other data elements is possible.

The Data Elements Subcommittee of the FSCS Steering Committee is responsible for:

1. ongoing review and analysis of existing data elements to determine whether a particular data element needs to be changed or deleted;
2. taking a proactive stance with respect to responding to a compelling need for the addition of a data element; and
3. limited editing of data elements and their definitions to correct grammar or spelling errors or to clarify meaning.

Although the Data Elements Subcommittee has a special mandate to review data elements, any State Data Coordinator<sup>2</sup> or member of the FSCS Steering Committee is eligible to propose that an FSCS data element be added, changed, or deleted.

#### THREE YEAR CYCLE

**The following schedule outlines a three-year cycle of procedures that should be followed as closely as possible in order to ensure thoughtful deliberation. Data elements edited by the Data Elements Subcommittee, as outlined in number three above, will not be subject to this schedule.**

This cycle is based on a “program year.” The term “program year” refers to the year beginning with the Annual Meeting and concluding the month prior to the next Annual Meeting. The Annual Meeting is held in December. There are at least three FSCS Steering Committee meetings per year (March, June and September). The first meeting of the Steering Committee is held at the conclusion of the Annual Meeting.

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<sup>2</sup> In addition to the 50 states, SDC representation includes the District of Columbia and the territories as defined by the Institute for Museums and Library Services (IMLS) which governs eligibility for federal funding under the Pacific Resources for Education and Learning (PREL). The territories include: Puerto Rico, American Virgin Islands, American Samoa, Commonwealth of Northern Mariana Islands, and Guam.

### YEAR ONE

1. At the annual meeting of Data Coordinators, the proposed addition, change, or deletion should be identified.
2. The person(s) making the proposal shall submit it in writing to the Chair of the FSCS Steering Committee. The proposal should:
  - identify the proposed addition, change, or deletion;
  - identify unfamiliar methodologies for local libraries and also Data Coordinators;
  - provide a clear rationale for the proposed action; and
  - provide new or revised definitions, or a proposal to delete all or part of an existing definition.
3. Time will be allowed during the annual meeting of Data Coordinators to present proposals to the group for discussion.
4. The proposal must be endorsed by at least ten (10) Data Coordinators and forwarded to the FSCS Steering Committee before its first meeting of the following program year (held at the conclusion of the annual meeting). The Chair of the Data Elements Subcommittee will solicit issue papers in support of and in opposition to any proposed changes, additions, deletions from State Data Coordinators and Chair of the COSLA Research and Statistics Committee.
5. The Chair of the Data Elements Subcommittee will solicit comments in support of and in opposition to any proposed change, addition, or deletion from Data Coordinators and the Chair of the COSLA Research and Statistics Committee.
6. Between the Steering Committee's first and second meetings (December, March), NCES and Census staff will review the proposal and raise any issues that must be addressed at the second Steering Committee meeting.
7. The Steering Committee will fully discuss the proposal and the issues related to methodology, training, and impact on FSCS at its second meeting of the following program year. These issues include any raised by NCES and Census staff.
8. After the second Steering Committee meeting, NCLIS staff will send out a ballot on behalf of the Steering Committee to all State Data Coordinators. Included with the ballot will be any issue papers that have been submitted to the Steering Committee. Signatures on the ballot will be required from both the Data Coordinator and Chief Officer. Adoption of a proposal will be determined by the majority of the ballots cast by the Data Coordinators submitting data that is accepted and published. Robert's Rules of Order will be used by the FSCS Data Elements Subcommittee.
9. By April 15, a record of the ballot results will be sent to all Data Coordinators and Chief Officers and posted on the NCLIS website. Census will revise data collection software to reflect new/revised/omitted data elements and definitions.
10. By May 1, the OMB approval package will be submitted by NCES staff.
11. At the third Steering Committee meeting, new and revised data elements will be addressed in the training plan for the next annual meeting of the State Data Coordinators. State Data Coordinators will alert local public libraries to the change so that the local data collection and reporting effort can reflect the change. Questions about definitions and issues of interpretation will be referred to the Data Elements Subcommittee usually via the PLRSNet and COSLA listserv. Use of the COSLA listserv is at the discretion of Chair of the COSLA Research and Statistics Committee.
12. By September 1, NCES will have obtained OMB clearance.

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## **FSCS POLICY AND PROCEDURES FOR REVIEW OF DATA ELEMENTS**

13. At its fourth Steering Committee meeting, the committee will address new and revised elements in planning for the next annual conference.
14. By November 15, the WinPLUS software will be released via the Web and Data Coordinators will be notified of its availability.
15. At the annual conference (December), training on new and revised data elements will be provided.

### **YEAR TWO**

1. State Data Coordinators will receive training related to any new or revised data elements at the annual meeting.
2. A new or revised data element will be reported on a trial basis by any State Data Coordinator able to do so. Trial data will be electronically released but not published.
3. The Steering Committee will review trial data at its third and fourth meetings (September, December). Any issues identified in this review related to new or revised data elements will be addressed in the training plan for the next annual meeting of the State Data Coordinators.

### **YEAR THREE**

**The added or changed data element will be reported in the annual data submission and will be electronically released and published.**

**Revised 9/25/01**



## Appendix N—Job Description of State Data Coordinator

### JOB DESCRIPTION OF STATE DATA COORDINATOR<sup>3</sup>

Once data coordinators are appointed, or as data coordinators function within their agency, they are often asked for a description of their function as a state data coordinator for the Federal State Cooperative System for Public Library Data (FSCS). The following description is a generic one in order to apply to all state data coordinators. Appointed by the State Librarian, the State Data Coordinator maintains a close relationship with the Chief Officer of the State Library Agency, keeping that person informed on FSCS.

#### DUTIES AND RESPONSIBILITIES:

Strengthens the liaison and fosters the cooperation between the federal and state governments;

Designs form for collection of data from local libraries, including FSCS data elements and definitions and data elements needed for Library Services and Technology Act (LSTA) evaluation, as well as additional data elements and definitions for collection of data used by the State Library;

Coordinates statistical needs with the LSTA coordinator at the state library agency;

Revises form, introducing new or revised data elements, as necessary;

Pretests/evaluates form to ensure that instructions and format work for the local libraries;

Educates and trains staff of local libraries in methods of completing forms;

Sends the form, definitions, and instructions to local libraries, allowing ample time for them to complete the form;

Answers questions about the form from local libraries;

Utilizes any appropriate and available methods to obtain high quality information from local libraries;

Collects data from all public libraries in state;

Reviews completed forms, whether they are submitted on paper, on diskette, or via modem, for obvious errors, making note of errors trends;

Determines the software and hardware necessary to complete accurate data entry in the following manner: relatively quick; accurate; easily learned and supervised; compatible with FSCS software; allows for use in publishing state statistics;

Assures that the person who is charged with data entry has ample training on use of the hardware and software (Data Coordinator should have at least a general knowledge of the software and hardware, as well);

Supervises the data entry and/or performs data entry;

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<sup>3</sup> In addition to the 50 states, SDC representation includes the District of Columbia and the territories as defined by the Institute for Museums and Library Services (IMLS) which governs eligibility for federal funding under the Pacific Resources for Education and Learning (PREL). The territories include: Puerto Rico, American Virgin Islands, American Samoa, Commonwealth of Northern Mariana Islands, and Guam.

Edits the data;

Supervises downloading of data into FSCS software;

Ensures that State Librarian has signed letter of submittal to the National Center for Education Statistics (NCES);

Submits data to NCES before the established deadline, including letter of explanation of edit checks, if appropriate;

Communicates information about the FSCS program and state statistics to staff at the state library agency as well as staff throughout the state;

Participates in Annual FSCS Training Workshop;

Participates in FSCS meetings (when scheduled) at the annual and midwinter conferences of the American Library Association;

Serves as a voting member of the Steering Committee when elected by the SDCs at the annual training workshop;

As the state data coordinator, participates with other coordinators in an advisory group function;

As a member of the state data coordinator group, votes on definitions of data elements and utilizes the definitions approved by the group;

Promotes the use of national statistics generated by FSCS as good data to plan budgets and legislation, to develop standards, to make the value of libraries known to those served by libraries and to those that provide resources to them;

Submits proposals for adding, changing or deleting data elements, using the procedures outlined in Policy and Procedures for Review of Data Elements;

Responds to and interprets the national library data.

**Revised 12/8/99 by the FSCS Steering Committee**

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## **Appendix O—FSCS Steering Committee Objectives**

### **FSCS STEERING COMMITTEE OBJECTIVES**

- Support the Objectives of the Subcommittees.
- Evaluate the Annual Professional Development Conference.
- Encourage web-based data use projects in individual states.
- Provide assistance for timely submission of FSCS data.
- Ongoing review of By-Laws, Policies and Procedures, and Definitions.
- Help maintain open communication and encourage coordination between/among NCES, NCLIS, IMLS, Census, COSLA, ALA and State Data Coordinators.
- Address comments and suggestions made at the annual Professional Development Conference.
- Encourage the timely release of Data.



## Appendix P—FSCS Subcommittee Objectives

### FSCS SUBCOMMITTEE OBJECTIVES

#### **Data Collection Subcommittee:**

- Sustain, support and improve function of WinPLUS.
- Continue to facilitate electronic transmission (uploading and downloading) of software and data between the State and Federal level.
- Facilitate timely release of public library data.
- Update and set parameters for edit checks

#### **Data Conference Subcommittee:**

- Identify State Data Coordinator training needs.
- Review need for specialized training for interested SDC's and others.
- Plan the annual FSCS Professional Development Conference (December 2003).
- The dates for the Professional Development Conference are December 7-10, 2003.
- Recommend time and place for the FSCS Professional Development Conference (December 2004).
- Establish a data collection via Web taskforce.

#### **Data Elements Subcommittee:**

- Begin systematic review of all data definitions.
- Follow-up on the data elements which received 10 endorsements at the Conference.
- Plan/Provide training on new data elements for the conference.
- Solicit new data elements.

#### **Data Use Subcommittee:**

- Advise on projects involving use of FSCS data.
- Promote awareness and use of NCES WEB Based Tools.
- Monitor use of FSCS data, identify exemplary uses, and select Eckard award winners.
- Plan and organize data use sessions for the Annual FSCS Professional Development Conference.
- Monitor web usage data on the web site.
- Encourage the development of historical tracking (vital statistics – birth, deaths, marriages, divorces).

**Revised June 2003**



## Appendix Q—Standard Abbreviations for WinPLUS

(Use Only if Data Exceed Field Length)

Administrative/Administration	Adm	Municipal	Mun
American	Amer	Museum	Mus
Association	Assn	National	Natl
Avenue	Ave	Park	Pk
Board	Bd	Parkway	Pkwy
Bookmobile	Bkmob	People's	Peop
Branch	Br	Public	P
Building	Bldg	Public Library(ies)	PL(s)
Bureau	Bur	Reading	Rdng
Center	Ctr	Reference	Ref
Central	Ctrl	Region	Rgn
Circle	Cir	Regional	Rgnl
Circulation, Circulating	Circ	Reorganized, Reorganization	Reorg
Committee	Com	Research	Res
Community	Cmnty	Room(s)	Rm(s)
Consolidated	Consol	Route	Rt
Cooperative, Cooperating	Coop	Saint, Street	St
County	Cnty	School(s)	Sch(s)
Court	Ct	Service(s)	Serv
Department, Departmental	Dept	Society	Soc
District	Dist	Supervisor, Supervisory	Supv
Division, Divisional	Div	System(s)	Sys
Extension	Ext	Terrace	Terr
Federal	Fed	Township	Twp
Fort	Ft	Trail, Trustee	Tr
Foundation	Fdn	University	Univ
Free	Fr		
General Delivery	Gen Del		
Headquarters	Hq		
Highway	Hwy		
Information	Inf		
Interlibrary	IL		
Interlibrary Loan	ILL		
Joint	Jt		
Library District	LD		
Library(ies)	L(s)		
Memorial	Mem		
Metropolitan	Metro		
Mount	Mt		
Mountain	Mtn		

